

*Minutes pending approval at the next Board meeting.

The Fairways of Crooked Tree HOA 2023 1st Quarter Meeting

Monday, March 6, 2023 at 6:30pm at the Fire Station 51 Community Room

President's Welcome

Meeting called to order at 6:30 pm. Determination of Quorum/Members Present: Board Members in Attendance: Lori Couchot, Jen Dinsmoor, Atul Godbole, Ben McNary, and Deborah Norman. Eclipse representative in attendance: Heather Dellorso. There were 14 HOA Members in Attendance. In total, there were twenty attending.

Proof of Notice of Meeting

An email notification was sent to all homeowners by Eclipse.

Approval of Minutes

The 2022 4th Quarter Meeting Minutes was approved. Ben McNary, Motion; Atul Godbole, 2nd

President's Report

This was a very busy quarter for the board as we have been transitioning to Eclipse Management company to become a "Managed HOA". It has required a lot of time in communicating back and forth and sharing documents to make sure it all goes smoothly. We have also worked with our legal council in executive meetings on updating and recording some policies that needed clarification based on current laws and standards.

A reminder to all homeowners that our HOA Common Properties are member owned. Each homeowner should have a responsibility that if they see something on any of our common properties or equipment to bring that to the attention of the management company, either through the portal or the email provided so that those issues can be resolved. A list of complaints was emailed to the board recently. Please see pages 6-8 for the board response to the items on this list.

Treasurer's Report

Ben reported on the Income and Balance statements. Ben to get missing account information to Heather at Eclipse, so it is all together. He reported there are 3 homes with liens, two of which have paid up through 2022. Currently, there are 27 homes that have not paid the 2023 assessment. Four homes sold in late 2022.

Landscape and Grounds Committee Report

Lori stated we are always looking for volunteers to join the Landscaping and Grounds Committee. Lori explained what this committee would be responsible for and a volunteer signup sheet was passed around to all in attendance. NOTE: The signup sheet was blank at the conclusion of the meeting.

Social Committee Report

We are looking for volunteers interested in heading up this committee. There are currently no events scheduled for 2023.

Old Business/Ongoing Projects

1. **Recording from Security Camera** - Heather will be contacting the company about downloading data.
2. **Message Boards** - Discussed possible placement locations. The purpose of these message boards would be another way to get information out to homeowners.
3. **Parking Lot Sealing** - We are currently waiting on another quote before moving forward with this.
4. **Tennis Net Installation** - Due to the instances of vandalization last year, the tennis net installation was delayed so that new posts could be installed. This should all be complete in the next week or so.
5. **Management Company** - We are very excited about our engagement with Eclipse Management company. Heather and Chris, as well as other staff members, have been extremely helpful and patient as we move into being a managed neighborhood for the first time in more than 15 years. With the age and size of our neighborhood, as well as the lack of homeowner volunteers, the current board felt this was necessary.
 - a. Part of the contract with the management company is that they will do monthly inspections of the common areas in our HOA as well as homeowner properties, to determine if improvements are needed. Over the past year, the emailed complaints to the Board from Homeowners about their neighbors not keeping their property to the standards expected has increased, especially in the past month. In addition, a lot of the homeowners, once notified of items they need to address, have pushed back, gotten aggressive, and refused to make corrections.
 - b. A reminder that when homes are purchased in the FCT HOA, homeowners agree to follow the rules. You must still abide by them, even if you do not like them. It also needs to be noted that it would be considered trespassing, in addition to being unsafe, for Eclipse Staff or Board of Trustees Members to walk in a homeowner's backyard. Therefore, inspections do not include walking around each homeowner's property and into their yards. If someone has a complaint about an issue that cannot be seen from the street/sidewalk, they need to send the address, details of the problem, and pictures to the management company so these items may be addressed.
 - c. We would like to thank Heather for the large amount of time she has had to spend during this transition time.
 - d. Questions from Homeowners:
 - i. **Q: Will the assessment go up because of the cost of hiring the management company?** A: No.
 - ii. **Q: Is the cost of the management company shown from the last meeting minutes fixed?** A: Yes, everything is included. Only postage would be extra, if needed, but we would have that cost regardless.

iii. **Q: Is there a five year plan?** A: There was a reserve study done in 2020, that includes all that information. A copy of that will be available in the homeowner portal to view soon.

6. **Mailbox notices sent** - Eclipse Management did their first inspection of our community earlier this year and focused on Mailboxes. The positive news is that over 75% of the 274 homeowners have kept their mailboxes in great shape or have had new ones installed in the past few years. Out of the 25%, many of those only need to correct their paint color or have a minor repair to do. Several of the homeowners who received notices have already replaced their mailbox, repainted it, or have submitted information to the Management company that they are scheduled to get theirs replaced.

New Business

1. **Board votes approved Homeowner Improvement Applications for the following homeowners since the last meeting:**
 1. 3542 Crooked Tree Drive (Shain) - New Mailbox
 2. 3768 Slazenger Ct. (Shah) - New Mailbox
2. **Board votes approved the following items since the last meeting:**
 1. Solar Panel Policy
 2. Letter to be sent to the homeowners who installed incorrect mailboxes
 3. Payment of insurance policy by Jan1
 4. Hiring someone to put garbage cans out on Tuesday and return them to the locations on Wednesday. Voted to hire the first applicant.
 5. 2023 Budget
 6. Violations Policy, unanimous
 7. Collections Policy, unanimous
 8. Mailbox Policy, 4 yes (Lori, Deborah, Jen, Ben); 1 no (Atul)
 9. Sprucing up the Brewer Road entrance, including removal of a damaged boxwood and cleaning the stone walls and FCT sign
 10. Installation of new tennis net poles
 11. Cardinal contract for 2023
3. **Internal Audit** – Atul went over internal audit, including all of Ben’s information. He will email the Board to vote on.
4. **Exterior Adornment Policy** – Emailed today, All Board members to read and vote on. This policy was explained to homeowners in attendance. This is a clarifying policy and does not actually change our covenants.
5. **ByLaws signed** - Attorney is working on this. No changes, just a paperwork fix.
6. **Update Insurance** – Heather is getting more information about updates we have done to make sure we are fully covered.
6. **Sports Court Fence** - First quote was high. Working on getting an additional quote before proceeding.
7. **Street Lights, Duke** – Duke Energy has been contacted regarding some of the street lights in the neighborhood. If any homeowners see a street light in need of repair, contact Duke Energy. These are not the responsibility of the HOA.

8. **Sidewalks, Driveways, Curbs** – There have been lots of notes and emails regarding these. Homeowners are responsible for the section of sidewalks in front of their house. If the sidewalk is a tripping hazard, it must be repaired. If an injury is sustained by someone on the sidewalk, that homeowner’s insurance will be responsible.
 - a. **Complaints about trees causing problems with the sidewalks.** Heather explained that homeowners are still responsible, no matter the cause. Suggested some homeowners contact city engineer regarding options.
9. **Ben 2022 Taxes** – Will be filed soon. Ben states that \$28 is owed.
10. **Set Quarterly Main Focuses for Board and Management Company** – There will be an Executive Board Meeting to finalize.
11. **Sign for Tennis Net**– “Do not stand, sit, or jump on net or turn handle.” Heather to assist is getting this done.
12. **Clarifying/Updating Exterior Guidelines** – Atul to go over to for clarity and consistency. (ie. types of fence allowed changed)
 - a. **Q: Are we allowing things that have just been let go and people have not complained? Soccer nets? Garden tools?** A: Sporting equipment out is okay, as long as it doesn’t have weeds growing around it. Bicycles are not lawn decorations. Trash cans are not allowed to be visible from the street. Basically, it cannot be considered an eyesore.
 - b. **Q: The mailbox notifications sent out were vague.** A: Yes, we know we need to have notifications be more specific with what exactly is needed.
 - c. **Q: Do the mailboxes have to be the same?** A: Yes, it has to be the same. Heather: If you are replacing your mailbox like for like, you still have to submit for architectural review.
13. **Updating Amendments** – The Board is looking into this.
14. **Volunteers for the Social Committee Needed to plan events** – Sign up sheet was passed around, Role explained again. Signup sheet blank at conclusion of meeting.
15. **Volunteers for the Grounds/Architectural Committee Needed to review improvement applications and report any items needing attention** – Sign up sheet was passed around, Role explained again. Signup sheet blank at conclusion of meeting.
16. **Pool Opening Date** - May 19, 2023 at 9am. Social Committee previously held an event.
17. **Replacing Tree on Crooked Tree near Brewer Rd Entrance** – There is an agreement that we maintain the strip of trees that is on the property at the corner, not FCT. One of the trees has died. We need to arrange with the homeowners when to fix.
18. **Mailbox Committee** – This committee was formed to come up with a proposal for mailboxes.

Meeting Adjournment and Determination of 4th Quarter Meeting

Deborah motioned to adjourn the meeting at 8:30pm. Atul seconded. Unanimously approved.

The 2nd quarter meeting will tentatively be on Tuesday June 6, 2023 at 6:30pm at the Gazebo

Board Response to Recent Complaints

1. There are multiple landscaping lights burnt out at the entrance to Crooked Tree (they've been out for over a year) and need constant inspection/replacement. **Electricians were hired to work on the outlets/lights at the entrance and we had not received any additional complaints from homeowners so we thought they were working.**
2. The Crooked Tree entrance landscaping is way overgrown too, looks very unsightly, and has not been cut back for years. It does interfere with exiting the neighborhood safely. **Entry landscaping improvements including dead tree replacement were quoted and approved by the board earlier this year, it is scheduled to be completed soon.**
3. The landscaping walls at the entrance of Crooked Tree and giant headstone marker at the center of the entrance has algae and mold growing all over it (has needed cleaned for years). **While one board member generously donated time and materials to clean the worst of the grime left by snow plows, this also is an item that is scheduled to be pressure washed as soon as it warms up.**
The Crooked Tree headstone marker also has faded and missing black paint. **This will be dealt with once the pressure washing is completed.**
5. The landscape rocks at the Crooked Tree entrance are uneven (not level) and needs restacked. **This will be part of the entry improvements and clean up that were approved earlier this year.**
6. The Crooked Tree mailbox in front of the pool is rotten at the bottom and chewed up by years of weed eater damage. The post is leaning and the mailbox is not level and leaning. **A board member had already generously volunteered his time to improve the HOA mailbox.**
7. The fence around the tennis court is damaged, bent and bowed everywhere, and detached from rails everywhere. The green fence rails also need painted. **The management company provided one set of estimates in February for this work, varying between \$22,000 and \$32,000. The board has asked for comparison quotes since this will be a big expense.**
8. The roof of the pool house front right has damaged shingles exposing the fascia, and the fascia is weathered and damaged as a result of neglect for years. **The board was unaware of this and have requested that the management company have this inspected and repairs estimated.**
9. The shingles on front right edge need replaced to prevent further damage to the structure. **The board was unaware of this and have requested that the management company have this inspected and repairs estimated.**
10. The roof also has nail pops in various places and if not tended to will cause the roof to leak causing more damage if not already. **The board was unaware of this and have requested that the management company have this inspected and repairs estimated.**
11. The playground black fence is damaged in various places. The black fence has bent and missing spindles, bent rails, and needs painted in numerous places. **One board member attempted to fix this fence in the fall, but obviously that did not work. We have asked the management company to set up repairs for this. The white is not something that needs to be painted, but rather cleaned as it seems to be some sort of gooey substance, we thought the rain would rinse it away...a volunteer would be appreciated to clean this.**
12. The pool house fence is leaning on the west side and needs straightened or replaced. **The board was unaware of this and have requested that the management company have this inspected.**
13. There is trash around the playground, pool house, and common area that has been there for months. **The board has sent emails out multiple times asking for people using the grounds to pick**

up the trash and for homeowners to assist in keeping this area clean. On multiple occasions all board members have picked up trash and we would ask the same of all homeowners.

14. The fire bushes along the pool house drive way are too high. They obstruct the view of approaching cars and cyclists on the sidewalk while exiting the driveway onto Bentwood especially looking left as you exit, they've been this way for years and not trimmed down low enough (safety issue). The bushes really create unsafe conditions for people when exiting. **These were completely trimmed back with the Fall/Winter landscape clean up.**

15. Most of the light posts throughout the neighborhood are very faded and need painted black. Many of the lenses in the light posts are milky and obstructing emitting light and are in need of being cleaned or replaced. **This is a DUKE issue, however, the Management company reached out to the city of Mason earlier this year and we assured that our light posts are on the list to be updated soon. Any issues like this should be addressed to the City of Mason or Duke by homeowners.**

16. The parking lot at the pool house is in need of being sealed/recoated. **The management company provided the board with a quote for driveway updating in January. The estimate ranged from \$5400 to \$19,000, the board has asked for additional comparison quotes.**

17. The pool house gutters are full of debris. The gutter guards are collapsing into the gutters too. Water overflows off the roof to the gutters during the rain and backs up into the pool house damaging the fascia. **The board was notified about the gutters in September in the body of another email and it was accidentally overlooked, the management company will have this inspected and repairs estimated.**

18. The gutters on the north side of the pool house are covered in mold and algae and filled with stagnant water. Mosquitoes breed there and bite swimmers in the summer. **The management company will have this inspected and repairs estimated.**

19. There is an unknown wire exposed (sticking up out of the ground) at the electric box in front of the pool house. **This would be an issue for Duke and any homeowner could call and report this as a safety issue that needs repaired. This is an example of homeowners taking responsibility for our community property.** 20. The restrooms have not been as clean and sanitary than in years past. The maintenance of the pool house facility has clearly become subpar over the years under the HOA Board leadership. **All pool house and pool cleaning and maintenance is the responsibility of the contracted pool company. The board was unaware of any issues and if homeowners see them, they should contact the management company and they will make sure the pool company is aware. However, homeowners need to be aware that post covid, it is extremely difficult to hire employees and the board has been in constant contact with the pool company to make sure our pool needs are taken care of.**

21. The electric box at the pool house has algae growing on it and needs cleaned as well as all the electric boxes throughout the neighborhood. **The board was unaware of this and will be looking into Duke's responsibility in cleaning these.** 22. I believe signage at the pool house is inadequate. You may want to check the Ohio Board of Health website to make some needed changes. The site describes signs needed that our pool house does not have. **I am not sure what signage is out of date, however, we have annual inspections completed before the pool opens and the Pool Company will resolve any signage issues as they do every year.**

23. Mason City Commercial Building & Zoning Code requires a handrail at the tennis court steps under section 1014, and section 1029.15. Without the handrail the Board is in violation of the law in Mason. **The current steps were installed more than 20 years ago, prior to current board**

members being elected. The board would suggest that if a homeowner is concerned about the current steps, they contact the City of Mason for clarification on any possible codes and share their findings with the management company so that if corrections are needed they can be taken care of.