

1. Butler Meadows HOA Meeting
2. Oct. 14, 2018 6:30 PM
3. ECC, 3600 S. 9th Street, Lafayette, IN

4. Agenda
 1. Call to Order
 2. Introduction of Board Members
 - a. Joel Hartman – President – 2 year term
 - b. David Benham – Vice President – 2 year term
 - c. Kiley Franklin – Treasurer - 3 year term
 - d. Lauren Lucas – Secretary – 2 year term
 - e. Brittany Beaver – Social Chair – 3 year term
 - f. Amy Childress – 1 year term
 - g. Charles Giles – 1 year term
 - h. Nick Ashby – 1 year term
 - i. Nick Fletcher – 3 year term
 3. Board Officers & Member Terms
 - a. Please see section 2.
 4. Board Recommendation of Management Company
 - a. Research was done on 3 various management companies.
 - b. Board recommended Main Street Management.
 - i. 1 year contract but 90 day sign out
 - ii. Lower cost
 - iii. Dedicated department within company to handle HOA management
 - iv. Quickest response during proposal process
 5. Introduction of Randy Truitt, Main Street Management
 - a. Randy provided a brief overview of the company: Local property managements company. Manages about 92 associations, both commercial and home owner.
 - b. Angela Renter will be out fulltime contact person through Main Street Management should the company be approved once a budget is approved.
 - c. Question: If we contact Main Street Management, what is the typical turnaround time for a response?
 - i. Response: The company shoots for a 24 hours turnaround.
 6. HOA 2019 Budget Proposal Presentation
 - a. Proposed \$250 annual dues
 - i. At 103 household this is \$25,750 for the HOA fund.
 - b. Expenses: All amounts are a best guess, estimate as we do not have consistent data to follow. The data provided is scattered. Research has been put into quotes.
 - i. Loss & prevention: \$2000
 1. Liability for common space, liability for board members, attorney fees if needed for the state and various other aspects as they arise.
 - ii. Lawn Maintenance: \$5,5000
 - iii. Spot on with quotes from 2 companies thus far. We are currently waiting on three more quotes.

- iv. This would include mowing of common space (retention pond mainly) and sign upkeep. Winterization of the irrigation system on common property and other lawn maintenance type items in the communal space.
 - v. Electricity: \$5,000
 - vi. This is the street lights around the neighborhood.
 - vii. Management Firm \$4,5000
 - 1. \$375/month
 - viii. Water Services: \$1,000
 - 1. This is the irrigation system in the common space. We are still trying to evaluate this as there was not consistent hard data on this.
 - ix. Communication: \$1000
 - 1. This could include but is not limited to communication regarding HOA meetings, meeting materials, newsletters, signage for a yard sale, etc.
 - x. Contract Services: \$1,000
 - 1. This is other items we may contract into the neighborhood and is a placeholder as we are obtaining additional quotes and an understanding of all costs.
 - xi. Contingency Fund: \$5,000+
 - 1. This would be to help pay for items that need fixed in the common space (ex: erosion in the dry pond) as well as community events as appropriate. This fund will help to build a cushion.
 - xii. All amounts are an estimate and subject to change.
 - c. Questions regarding the \$250 falling in line with other neighborhoods:
 - 1. The \$250 is on par with several neighborhoods in Lafayette. Per Randy Truitt, \$350 is the average in a community like ours.
 - d. \$250 annual dues presented and accepted as no objections were presented.
 - e. Notices would go out soon regarding the \$250 with due dates and how to pay the fees. Please be watching your mail.
 - f. Question: Would the management company consider payment options for individuals who may need them?
 - i. The board will look into this. At this time, please remember that the HOA fund is starting with zero funds so we are unsure how flexible we can be this first year. We can discuss the potential of splitting it up for future years to ease this cost all at once, but again we will look into what options there are for this year.
 - ii. If you have a situation in which you are seeking a payment plan for 2019 and have concerns when the bill arrives, please let us know and we are happy to discuss on an individual basis for this year.
7. Discussion on Covenant violations
- a. Ideas for remedying covenant violations: We will be working with Main Street Management as to how we will be “grandfathering” items that were built prior to the HOA board being active. A form will be going out to discuss the items that are already on your property, as per our covenants all of these items need to be approved by the board. Documentation is needed for what is already

standing and having written documentation to approve these items is important as we will not be doing a blanket grandfathering statement. The board will then be going around to properties to confirm what is on the properties and send letters for items that need to be taken care of. An architecture committee will be created moving forward and all requests would need to be approved by this committee.

- i. This is not to have people be tearing down items, but more so to try to bring things up to code and help make sure the neighborhood continues to look nice.
 - b. Question: How will information be communicated regarding the board or the neighborhood?
 - i. Facebook and a website will be the main source of information.
 - ii. The goal is to have the website live by October 21st with updates coming as we continue to grow.
 - c. Concerns were raised about the management company and reviews other individuals have seen online regarding the company's response rates and handling of business.
 - i. One of the main reasons the board choose to go with Main Street Management was because of the short contract. Other companies were requiring 3-4 year contracts. There are also concerns about collections in the first year and a management company will help alleviate this as they help with collection.
 - ii. For year one, a management company is what was seen as the best route to help get the board going. We can always explore removing the firm at a later date if the board can be run on their own.
 - iii. The board asks that home owners also give us feedback on their experiences with Main Street Management. With your feedback we can continue to help evaluate the company from all perspectives.
 - d. Question: how does the voting process work should we vote on something?
 - i. We have to have 20% of houses present to make any official changes to covenants, by-laws, or other official business. Should we not have quorum, we would need to either call another meeting or consider doing a mail in vote.
8. Discussion on contract services (snow removal, trash service, bundling options)
- a. Other services in the neighborhood can be discussed:
 - i. Ex: someone mentioned trying to get a bulk rate for trash in the neighborhood. We are happy to explore options if people present ideas.
 - ii. The board will work to create a form on the website to submit ideas such as this.
 - b. Question: Is snow removal built into the lawn maintenance proposal?
 - i. No, it is not. Currently as the roads are considered county property, the county is responsible for plowing the roads. Individual home owners are responsible for shoveling their sidewalks.

- ii. We can discuss looking into plowing for the neighborhood should there be concern or a need later, but please keep in mind that this will be something that may increase the budget.
9. Discussion on outstanding builder requests
- a. A sidewalk was unfinished on the main entrance by Snowberry between two houses up front.
 - i. The board will assist in looking into this.
 - b. Questions on street lights still being placed: Can we figure out how many more street lights will be going into the neighborhood? This would give a better estimate as to what we may be looking at for the electricity and an idea of how many more lights we should ensure get placed.
 - i. The board will look into this.
 - c. Question: Sterling Homes did not seal the sidewalks in the neighborhood. Can we discuss using these funds to seal the sidewalks?
 - i. We can certainly look into this and explore the possibility of using extra funding, if available.
 - d. The board will be following up on the sink hole discovered in the dry pond. We will be working with Main Street Management, once contracts are signed, to connect with their builder on their responsibilities for fixing this.
 - e. There is a street light on Frost Flower that is LED and there were questions on whether or not it is supposed to have glass. It was concluded that this is not the case as the LED lights do not have the glass put around them even though it is framed for glass at the top.
 - f. Is the builder willing to replace/fix mailboxes that have been damaged during construction?
 - i. The board will help look into this. It is encouraged that homeowners still follow up with the builder directly if the builder is ruining items on their property.

10. New Business

- a. Fostering community culture/identity
 - i. Things like a neighborhood garage sale, a block party, or other items are something the board can help to coordinate. Is there interest in this?
 - 1. Individuals would be interested in the board coordinating these events. At the time though the HOA fees will not be contributing to funds needed to host these events.
- b. Can we put something around the sink hole so kids don't get hurt in it?
 - i. The board will look into this possibility. Again, there are no funds at the time to put anything up.
- c. Can we get "No Soliciting" signs in the neighborhood?
 - i. We can certainly look into this.
- d. Questions about light bulbs like there were in Fiddlesticks.
 - i. In Fiddlesticks, the HOA priced bringing in additional light poles for areas that were not lit very well. When pricing a pole versus adding the dawn to dusk lights was evaluated, the lights were significantly cheaper.

The HOA fees paid for these lights and asked homes to replace their outside lights with the dawn to dusk lights. This is something our HOA can look into at a later date as we are more established and have funds available.

11. Adjourn

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