

Butler Meadows HOA – Special Meeting  
June 9, 2019  
Called to order at 6:04 pm

1. Introduction of Board Members
2. Budget Overview
  - a. Fees for 2019 are \$250 which provided \$27,000 for the first year.
  - b. The HOA started with no funds for the year, but the current budget appears to have us on track for the year to cover all costs and have a small reserve at the end of the year.
  - c. Overview of where funds are going:
    - i. US Lawns – maintenance of community spaces
    - ii. Utilities
    - iii. Administrative Fees / Management company
3. Architectural forms
  - a. Architectural forms were sent to all houses in the neighborhood as we are looking to capture all entities currently in place on properties. By having record of all current architectural changes we can set approvals in writing to grandfather in items that were built prior to having a board and to help ensure a future board does not come in and require individuals to remove those items.
  - b. We do not have intentions of making people take down old structures but again want to establish approval to protect currently standing items.
  - c. Moving forward, all architectural changes need to be approved by the architecture committee. There will be an electronic form put up on the website shortly, but until then please email the board ([butlermeadowshoadboard@gmail.com](mailto:butlermeadowshoadboard@gmail.com)).
4. Building community
  - a. Garage Sale: Per discussion on the Facebook page, the garage sale for this year will be June 21<sup>st</sup> and 22<sup>nd</sup>. The board is open to discussion on what people view as the board's responsibility moving forward to help organize this and to potentially provide signage for the future.
  - b. The idea of a block party or other items to foster community was brought up. The board is happy to have discussion about ideas for the neighborhood and encourages individuals to share their ideas.
5. Roofing
  - a. Concerns have been raised by the cohort regarding concerns about roofing. The HOA cannot assist in any legal pursuit of the contractors, but we can discuss alternatives for materials as individuals are replacing their roofs. We have received requests to install metal roofing; per the covenants metal roofing is permitted as long as it fits the aesthetics of the neighborhood.
  - b. The board welcomes discussion about concerns or thoughts on alterations of this nature. A discussion was had and others agreed that as long as changes fit the aesthetics of the neighborhood, all are open to the property owner making these types of adjustments.
  - c. We have had one inquiry about solar panels. These types of adjustments must go in front of the architecture committee.
6. Wintek
  - a. Everyone seems to have received a brochure from Wintek coming to the neighborhood. Wintek does a dedicated fiber strand to each customer.
  - b. The board will invite a representative from Tipmont/Wintek to the fall meeting.

7. No Soliciting Sign
  - a. Conversation about a sign near the neighborhood entrance has come up a couple of different times. Individuals raised concern with putting a sign up in the neighborhood as solicitors already ignore the signs on individual homes. However, if there is a community sign homeowners could call the sheriff to report concerns. Through further discussion during the meeting there were mixed reviews so no action will be taken on the topic at this time.
8. Rentals
  - a. Feedback from the management company: There is nothing in our bylaws or covenants that prohibit individuals from hosting rentals. The covenants allow for up to a 14 day rental. If the HOA were to try to take someone to court regarding this issue, we would lose.
  - b. We can look into amending the covenants if individuals are interested. The board will look into where there is a way to legally block rentals. The board will also look into what other HOAs around Lafayette are doing.
    - i. If there is no way to enforce or make any changes, the discussion will be terminated.
9. Speed bumps
  - a. When the topic was brought up, those present quickly turned down the idea. The streets are county owned, so we would need their approval either way.
  - b. The board will look into other ways in which we can try to help enforce speed.
    - i. Maybe additional stop signs?
10. Can we enforce parking on the street?
  - a. Covenants do state that individuals cannot park on the street for more than 24 hours, however the streets are owned by the county, not the neighborhood, so we cannot enforce this. If there are broken down items, or things of this nature, we can contact the county to inquire about their ordinances for county enforcement.
  - b. Can a fine be implemented for individuals who are not following the covenants?
    - i. No, but we can send a friendly reminder to everyone. We can encourage individuals to be neighborly and reminders that you cannot block fire hydrants and ask individuals not to block mailboxes. We will also look into concerns for the egress for emergency vehicles.
  - c. The board will look into what options are available regarding enforcing parking.
11. Future HOA meetings
  - a. Per the covenants, the board members are required to meet quarterly and a formal meeting is required to be held every February for an update to be provided to the community. The board proposed an update to have quarterly meetings for the community to ensure concerns are being shared and addressed. An update could be made to two formal meetings per year and two informal meetings. The board is open to additional thoughts on this topic.
12. Nominations for board members
  - a. The first set-up for the board included 9 members. Three individuals are serving a 3 year term; three individuals are serving a 2 year term; three individuals are serving a one year term. This was to ensure a rotation would start of individuals serving on the board. Moving forward, individuals will serve a three year term and there is not a limit on the number of terms someone can serve.

- b. The board will work on creating a “job description” and put it up on the website for those who may be interested in looking to join the board in the future.

#### Questions

2. Is US Lawns not mowing the retention pond?
  - a. The retention pond is part of the contract and the board has already been in contact with Main Street Management to put pressure on US Lawns to take care of this space. We have also flagged that the developer knocked down the tall grass/weeds in the empty lots but would like them to actually mow the space to make it more presentable.
3. What does the lawn contract include?
  - a. Joel read off all items included in the contract. The board is following up on the items that have not been executed so far this year.
  - b. Concerns were shared from community members about the lack of follow through from the company and the board shared that we can reevaluate what company we utilize during contract renewal.
  - c. We will inquire about the tree pruning concerns that were shared around the signage.
4. Do we think the county will repave the roads when construction has concluded?
  - a. We do not know but would guess it is unlikely that the roads will be repaved as they are owned by the county.
5. Can the board set up, or take over, the Facebook page?
  - a. We can look into this and a determination will be made this summer. We will be looking into the legal aspect of this.
6. What came of the sink hole and other concerns in the retention pond?
  - a. The sink hole was filled and we believe it was inspected by the county. The developer also cleared the culverts in the area and uncovered an additional culvert so drainage should be better in this area.
7. How do we, as a community, change/vote on covenants or by-laws?
  - a. In order to bring a change to vote, we must have quorum at an official meeting (22 homes) and then a motion would need to be brought to the floor. 60% of homes must approve the change for it to be voted in. If you are hoping to propose a change we would like individuals to reach out prior to an official meeting so we can send out proxy information prior to the start of the meeting and provide individuals time to research/understand the change prior to the meeting.
8. Will the sidewalk on Snowberry that was only partially done be completed?
  - a. This is on our radar and on a list of items Jim Cochran / the contractors said they would complete before leaving the neighborhood. They have been slowly working on this list and we are continuing to follow up on items.
9. Concerns with low visibility due to foliage as you are leaving through the east entrance (Sage Street) were brought up.
  - a. The board will follow up with US Lawns about trimming back these trees and bushes.
10. Have we gone through the covenants or by-laws with an attorney?
  - a. The board will take steps to do this to confirm what can and cannot be enforced. Adjustments will be proposed to the community accordingly.

#### Action Items:

- Invite Wintek/Tipmont representative to fall meeting.
- Updates to website.
  - Add architecture form.
  - Add “job description” for board members.
- Look into what steps the board can take in regards to rentals.
- Look into ways to enforce the speed limit in the neighborhood.
- Look into enforcement of street parking.
- Inquire about tree pruning by east entrance.
- Connect with Main Street Management to have an attorney go through the covenants and provide feedback on what can/cannot be enforced.