

Tomahawk Creek

Board Meeting Agenda

9/22/2015

Tomahawk Creek Homeowners' Association

Board of Directors Meeting

Tomahawk Clubhouse
11600 Tomahawk Creek Pkwy
Leawood, KS 66211

September 22, 2015 - 6:30 pm

AGENDA

Call to Order

- I. Presidents Report
 - A. Welcome
 - B. Revised Rules and Regulations Update
 - C. Community Need for Volunteers to Fill Key Roles
 - D. August 25, 2015 Meeting Minutes (Pgs. 2-5)

- II. Secretary Report
 - A. Board email votes since August 25, 2015 meeting

- III. Financial Report (Pgs. 6-15)
 - A. August 31, 2015 financial report

- IV. Property Manager's Report (Pg. 16)
 - A. Siding Project Status Report
 - B. Carport Roof Repair Update
 - C. Pending Bids Update
 - D. Property Issues/Maintenance Report (Pgs. 18-20)

- V. Committee Reports
 - A. ASC
 - B. Landscaping
 - C. Social
 - D. Nominating
 - E. Covenants

- VI. Old Business

- VII. New Business
 - A. Tomahawkcreekhoa.com
 - B. Election Guidelines

Adjournment

Tomahawk Creek Condominium Homeowners' Association

Minutes of Meeting

Tomahawk Creek Condominium Clubhouse

August 25, 2015

Board Members Present:

Patricia Sinclair, President
Cathy Wilkinson, Member at Large
Paul Clark, Treasurer

Board Member Absent:

Jennifer Breece, Vice President

Centennial Property Management Present:

April Hopkins
Michelle Canales

PRESIDENT'S REPORT:

The meeting was called to order at 6:30 PM by Patricia Sinclair.

Patricia acknowledged the notice that was taped to the front doors of residents. She stated that some of the items addressed in the document were on the agenda that was published before the notice was posted. She stated that the agenda will be followed and the posted notice will be addressed under New Business. Patricia asked if the author of the notice was present, and a resident stated that she was not, but that he was representing her.

April Hopkins, Centennial Property Management, was introduced to the group as our new Property Manager. April announced that Michelle Canales will be continuing as our on-site property manager as an employee of Centennial. April also announced that Bill has resigned. The position was changed to a part-time position and Bill needed full-time. A number of homeowners present expressed displeasure that the position was changed to part time and they were unhappy that Bill had left. Patricia Sinclair stated that the Board had made this decision based upon cost. The cost to the HOA for this position was approximately \$50,000 per year, which the Board believed was above market rate and more than the association could afford. This position works for Centennial Management and the HOA reimburses the total cost for compensation, taxes and benefits. Changing this position to part-time and paying \$15.00 per hour (slightly above average market rate for the Kansas City area for custodial work) will result in savings to the HOA.

The next item on the Agenda was the topic of the revised Rules and Regulations recently distributed. Patricia Sinclair explained that in 2014 public meetings were held under the previous Board concerning changes to the Rules and Regulations. These meetings were well attended and many changes discussed. However, they were never approved by the Board, nor were they published. With the new property management company coming on board, several key changes to schedules were made so that publishing the revised Rules and Regulations

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needed to be made now. Patricia reviewed the changes with those present and explained that while some changes were made since the public meetings, these had received Board approval and were published with an August 2015 revision date. There were questions and comments among those present as to agreement or disagreement with some of the changes. Patricia explained that the purpose of this review was not to debate the specifics of the changes, but to review them. She indicated that this is a "living" document and subject to revision in the future. As an example, there was discussion concerning addressing garage doors being left open all day. Some residents have complained about this, but because a consensus could not be achieved on this topic, the revised document was published until further review and discussion could take place. Most HOA's have language on this topic and we do not currently have this addressed in our document, but it may be included in future revisions. She further agreed to publish a marked up version to the community, in addition to the one previously distributed, so that the changes would be clearly identifiable. She also invited homeowners to communicate any issues they have with the Rules and Regulations to Board members.

Patricia stated that there are several key committee positions available and volunteers are needed. She also said that we are three months away from a Board election. The current Board has just four members; three of the four are serving terms that expire in November. We need volunteers to fill the Covenants Chair position, Nominating Chair position, Architectural Committee members, as well as the Board current opening. Rochelle is handling the Architectural Committee by herself and she really could use help.

Cathy Wilkinson made a motion to approve the minutes of the last Board meeting on July 23, 2015 as written. Paul Clark seconded the motion. The Board voted unanimously to approve the minutes. They will be distributed to all homeowners.

SECRETARY'S REPORT:

Patricia Sinclair provided the following report of Board business that has been voted on since the last meeting.

- On July 28, 2015, the Board voted 3 to 1 in favor of treating the water in the ponds and repairing the fountain in the small pond.
- On July 29, 2015 the Board voted unanimously to allow Centennial Management to establish a new email address to connect us to their systems.
- On August 4, 2015, the Board voted 3 to 1 in favor of approving the revised Rules and Regulations.
- On August 7, 2015 the Board voted unanimously to approve the repair of electrical conduit for Building 7.
- On August 17, 2015 the Board voted 3 to 1 in favor of approving expense for the computer programming changes to allow the FOB system for the pool gate to be reestablished.

TREASURER'S REPORT:

April Hopkins stated that the financial report for the month ending July 31, 2015 is a Tiehen report. A copy of this report will be published for homeowners. The Centennial Management report that we will see going forward drills the numbers down further and provides more detail, which is what we will see beginning with August when they came on board.

MANAGER'S REPORT:

April provided a status report on the siding project. At the Board's request to take a look at the siding project work that has taken place and is in progress, Centennial sent their Project Manager to walk the property and take a brief look at this project. Basically, the results of that review indicate there are some deficiencies, mostly with caulking, flashing and paint; but, overall they recommend the siding contractor should continue with the project. They also looked at the sequence of the buildings completed and the trend shows improvement as the project has continued. The recommendation is that we hire a Project Manager to create the punch list and follow up on items needing attention to ensure proper completion before making further payments. Some of the homeowners in attendance stated strong agreement with this recommendation. Centennial will present a contract for the retention of the Project Manager for this major contract.

April stated that she has spent a significant amount of time driving the property and talking with the Board about issues. She has made notes and has looked at everything from the roads, driveways, concrete and shrubs to get up to speed on the needs of the property.

April also reported on the carport roof issue. We have a problem with one of the carport roofs that has leaked and damaged the roof under broken tile to the point it is at risk of collapsing. We have a bid from Bordner Roofing as well as one from Pyramid Roofing. She is working on obtaining a third bid for Board consideration to accomplish this repair. It was mentioned that the tile stored by the shed that was left from the roofing job will be used to repair the damaged carport roof.

Other bids discussed were from *SimplexGrinnel* for work on the sprinkler system discovered during recent inspections. The City of Leawood gave an overall PASS on the Annual Fire Inspection; however, minor items were noted requiring maintenance. We are waiting for competitive bids on this work.

April also reported that she has interviews scheduled and is speaking with candidates to fill the open Custodial job vacancy.

COMMITTEE REPORTS

Rochelle Mitz provided a report from the **Architectural Committee**. Rochelle is currently handling the role of this committee by herself and the community needs to identify someone willing to help with this work.

There was no report from the **Landscaping Committee** report.

There was no report from the **Nominating Committee**. There is an open position to Chair this committee.

There was no report from the **Covenants Committee**. There is an open position to Chair this committee.

Daphne, the Chair of the **Social Committee**, was not available to attend the meeting, but sent a message to remind everyone about the pool closing and the upcoming dog swim party at the end of September. Michelle will be posting notices and sending our announcements on the details of this annual event.

OLD BUSINESS

There was no discussion under Old Business

NEW BUSINESS

The Mason Extermination Contract was discussed. Patricia Sinclair stated that she had raised the issue recently about paying for outside spraying for spiders and insects on a year-round basis. She questioned if the HOA should be paying several thousand dollars per year for this service, if it is beneficial, and wanted to hear from the residents present if they had a view on continuing this service. April Hopkins stated that she has approached the owner of this service and he has offered to reduce his contract price per building as well as only spraying each building twice a year instead of the current four times a year. The Board will review this new bid.

The posting that was placed on everyone's door over the weekend was reviewed and discussed. The author was not present, but the issues raised in her document was discussed and clarified/explained with the individual representing her.

The meeting was adjourned at 8:42 PM.

Minutes recorded by Patricia Sinclair.

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