

POLO FIELDS HOMEOWNER'S ASSOCIATION

**Board of Directors' Meeting
June 21, 2012**

PRESENT: Gary Smith
Dan Saldana
Alan McGraw
Susan Byrne
James Cordell
Barb Kaelin

ABSENT:

A regularly scheduled meeting of the Board of Directors of the Polo Fields Homeowners' Association was held on Thursday, June 21, 2012 in the Polo Fields' Country Club conference room. The meeting commenced at 6:00 p.m. Karen McGraw, the wife of Alan McGraw, was asked to take minutes of the meeting.

With all Board Members present, the first order of business was to call the meeting to order. A motion to commence the meeting was made by Alan McGraw and seconded by Gary Smith. Gary Smith handed out an agenda for the meeting and mentioned that he would be sending out the minutes of the previous meeting for all Directors to review and approve. He would then summarize the details of that meeting for possible viewing by all homeowners on the new website.

Gary asked Barb Kaelin if there were any open invoices to be paid. Barb furnished an invoice from Greenscapes for \$1,000 representing the cost to replace 195 sprinkler heads in the Mallet Hill (estate) section of the subdivision. Dan, in his capacity as Chairman of the Maintenance Committee, was asked to look into this matter. It appeared that, although not all 198 heads are bad, it might be more cost effective to replace them all at one time, rather than piecemealing them as they individually break. Dan will report back at the next meeting, and a decision will be made as to whether or not the funds are available for this endeavor. Susan suggested that timers be set on the sprinklers so that the common areas are watered less frequently and at the appropriate time of day. Gary inquired about how and if the HOA is billed by Greenscapes when they are called for assistance with non-routine services.

Barb provided several monthly LG&E section lighting invoices for payment. In perusing these invoices, it was noted that one invoice was for the Meadows section. It was thought that the Meadows was supposed to be paying their own lighting bills, but Barb stated that the common areas are the responsibility of the HOA. In an effort to make sure that the HOA is not being double-charged, Susan suggested that a spreadsheet be established to track all LG&E billings by section. Gary noted that it is LG&E's responsibility to provide the Board with evidence of what bills are being, and have been, paid.

Barb stated that Karen Higdon at LG&E had contacted her regarding a \$6,300 outstanding amount that was owed by the HOA. Apparently, some time ago, J. D.

Cooper (David Greenberg's former partner) had put in a request on behalf of PF, Inc. for street lights, but a bill was never generated by LG&E. Alan suggested that LG&E be contacted to see if a deal could be worked out to lower the past due amount, since LG&E can only go back 2 – 3 years in their collection efforts. Dan will contact Ms. Higdon regarding this matter.

Barb furnished a Profit & Loss Statement for the Community Association through June 21, 2012. This report outlined HOA income and expenses to date. Income was shown to be \$320,484 and expenses totaled \$209,345, providing a positive net income of \$111,139. Gary suggested that income from previous years should not be reflected on current reports. A question arose about the \$428 showing as income from "legal fees", as well as \$75,530.84 in credit card fees. Barb indicated that she would research the legal fee but stated that the credit card fees line item includes the HOA line of credit balance, as well as the lock box fee. Alan noted that the lock box at Republic Bank costs \$3,228 per year.

In regards to the budget, Gary mentioned that he met with Elizabeth and was walked through the process of collecting the social dues and disseminating funds each month. Elizabeth informed Gary that 3 checks are cut monthly - - one to David Greenberg, one to O. B. Sports and one to the HOA. He informed the group that tracking included 1) the number of homes that had paid their monthly dues; 2) the total amount collected; and 3) how many, if any, there were in excess of 316 (as excess funds are allocated to David Greenberg). It was acknowledged that the HOA receives 6% of the collections for administration of the account, and these funds offset Barb's and Elizabeth's salaries.

It was stated that O. B. Sports had already been paid for May's social dues, since they are typically paid early, although the agreement with Greenberg calls for payment by the 10th of the month. Alan suggested that there is no reason to pay them early and that O. B. Sports be informed that, going forward, they will be paid on or around the 10th of each month. Gary said he will inform Roger of this decision.

Susan brought up the matter of getting the streets fixed in the Meadows. It was noted that Metro Government will not meet again until July, when the new fiscal year begins, to prepare the 2013 budget. It was acknowledged that nothing would be done until then. Barb indicated that, per Jerry Miller, it has been approved for Polo Fields Lane to be resurfaced in the next fiscal year.

The next order of business was to hear from each Committee Chair. Dan gave an update on the efforts of the Maintenance Committee. He reported on a couple of complaints he received from homeowners having to do with cattails blocking the view of a lake and people fishing in the lakes. It was suggested that Dan call aquatic control and check possible options for removing the cattails. Barb stated that she had previously researched for David Greenberg the issue of fishing in the lakes and, apparently, there are no restrictions in the covenants. Susan said she will double-check the covenants and report back to the committee at the next meeting. "No Fishing" signs have been posted from time to time but ignored or removed. There also might be a distinction between fishing in the HOA lakes versus the golf course lakes. It was noted that Barb is still receiving

homeowners' complaints and was directed to refer these types of issues in the future to Dan for resolution. Alan had also been informed about one homeowner who was attempting to use the pool but had not paid her dues. As a result of this conversation, the homeowner paid the back dues and was given her pool card.

Alan, on behalf of the Finance Committee, stated that a meeting was held at his home with Gary and the other members of that committee. Gary mailed out the projected budget to the other members, and this Committee will be working on refining the budget through the end of 2012. Alan mentioned that the playground is in need of updating with possibly a new surface. Barb stated that someone was supposed to have dropped off a sample of a new rubberized surface with Amy for consideration. It was noted that some "quick fixes" might be needed now with more extensive improvements, including a new surface, in the next year's budget, if funds are available.

Alan informed the committee members that he had heard of employees using foul language at the pool. He informed Patrick of this situation

An update was provided by Alan on transferring the HOA accounts out of David Greenberg's name. He indicated that 4 new accounts had been established at Commonwealth Bank: HOA account, Parks account, Social Dues account, and Social Dues escrow account. Mention was made that the escrow account typically sits at \$25,000. Alan stated that appx. \$20,000 was taken out of Your Community Bank to be put in the HOA account but that the existing account was not closed because some residents are still sending their monthly payments there.

Jim, on behalf of the Communications' Committee, discussed the progress of the new website which would soon be available for viewing for anyone. It is noted that once a homeowner is on the website, they will be able to log-in further for specific homeowner information, like deed restrictions, homeowners' dues payments, FAQ's, etc. Jim stated that the website should be completed by 6/22/12.

A newsletter has been drafted by the Communications' Committee and was made available for review and comment. Jim noted that there are various ways to communicate with homeowners: mail, e-mail, texting, website, and newsletter. It was suggested that the website is cheaper than preparing and distributing a newsletter but, initially, a quarterly newsletter will be made available. It is anticipated that the first one will be for July through September. If and when the budget allows, it is hoped to send out a newsletter every month or two. The sample newsletter was well received by the committee and contained information relating to new HOA Board and Committees, a personal message from the Chairman, housekeeping reminders, and Club House dining information. If space allows, it was suggested that sponsors be solicited to underwrite the newsletter expense. A final copy of the newsletter will be furnished at the next Committee meeting before sending it out.

Susan, on behalf of the Architectural & Covenants Committee, gave a report on insurance and liability coverage for the Board Members. She talked to Frank Brohm, who said

there is a policy in place. She will provide information on this at the next meeting. An issue regarding a plastic cigarette receptacle in someone's yard was brought up, but it was decided that nothing should be done regarding this matter.

New business included a report from Alan on the certified letter that was mailed on June 14, 2012 to David Greenberg stating that he had 14 days to furnish previously requested information. The documentation requested in this letter included the need for Republic Bank statements and checks relating to the social dues accounts; loan documentation substantiating that PFI lent money to the HOA; and documentation proving Greenberg's claims that money is owed to him on prepaid HOA dues for lots he owns in the subdivision. Greenberg noted that he wanted to meet before the 14 days was over, including attorneys for himself and the HOA, but was told that no meeting would be held until the requested information had been furnished.

It was noted that the names of the HOA Directors, as well as the principal office address, needs to be changed on the website of the Kentucky Secretary of State. Alan indicated that he would take care of this issue.

Gary suggested that the next Board Meeting be held on Thursday, July 5 at 6:00 p.m. to discuss the status of the Greenberg letter and other matters. A motion was made by Alan to adjourn the meeting and was seconded by Dan. The meeting was adjourned at 7:55 p.m.