

Blackthorne Estates Homeowners Meeting

MINUTES

JANUARY 28, 2017

3:00PM

LLEWELYN'S

TYPE OF MEETING	General discussion regarding establishing an HOA Advisory Board and setting a path forward for BTE.
FACILITATOR	Jen Gilstrap
NOTE TAKER	Lori O'Connor
ATTENDEES	65 homeowners in attendance

Agenda topics

1. STATE OF THE ADVISORY BOARD

DISCUSSION	Currently ALL HOA Board positions are vacant. No forward progress is possible without first establishing an Advisory Board. As of Dec. 6, 2016 the relationship with John Duggan is concluded. All lots are built with a total of 171 homes in the Neighborhood.	
CONCLUSIONS	First order of business must be establishing a Board. 15 people offered to serve in Board Positions. In order to comply with KS law all Homeowners must be notified in writing 14 days in advance of a Meeting to Vote. HOA members may vote by proxy if unable to attend meeting.	
ACTION ITEMS		RESPONSIBLE
Secure location for formal HOA meeting – Sunrise Point Elem. proposed		O'Connor
Prepare & mail letter advising HOA members of official vote		O'Connor / HA-KC
Hold Meeting DATE TBD: Define Board Positions and Nominate Board Members		Gilstrap/ O'Connor/ Booth

2. FINANCIAL STATE OF HOA

DISCUSSION	Just a few years ago, BTE HOA was operating at a deficit. As of 12/31/2016 we currently have assets totaling \$85,606.07. The HOA must have an operating budget and an emergency reserve fund. Our neighborhood is now 20 years old and the pool, fountains and irrigation systems require ongoing maintenance and repairs. There are many concerns which will need to be prioritized and addressed including: landscaping, irrigation, and weeding at the front entrance and common areas; repair or replacement of the fountains including lighting and electrical (costs are estimated at approximately \$50K per fountain to repair or replace). BTE HOA dues have remained constant for the last 5+ years. We do not have the funds for all the necessary repairs. It may be necessary to have an increase in dues, or a 1-time assessment in order to fully fund the repairs.	
CONCLUSIONS	BTE will need to prioritize repairs and improvements and it may be necessary to increase dues to adequately address repairs. Estimates should be secured and a vote should be taken to determine priorities of repairs. 75% of Voting HOA members will need to approve any increase to the HOA BTE dues or assessments.	
ACTION ITEMS		RESPONSIBLE
List and prioritize repairs & improvements		Advisory Board
Determine costs via multiple bids and propose a plan to pay for those costs		Advisory Board

3. MANAGEMENT COMPANY

DISCUSSION	Consideration of options for Management Companies: HA-KC currently does not provide full service management. Many nearby neighborhoods are using Barnds Management (including Hills of Ironhorse) as they provide full service management and have employees qualified to perform plumbing, electrical, light maintenance, fountain maintenance, & pool equipment repair. It was recommended that we get quotes and compare costs and services to current bids. It may be advisable to consider a move to a new Management company for 2018 with the benefit that they would provide full-service assistance.	
CONCLUSIONS	Proposed future discussion for Advisory Board.	
ACTION ITEMS		PERSON RESPONSIBLE
	Jen Gilstrap prepared an RFP and has solicited bids from multiple companies	Gilstrap
	Compare costs/benefits & propose course of action	Advisory Board

4. COMMUNICATION

DISCUSSION	Improved communication is vital for a healthy neighborhood HOA. Currently there are 3 sources for information: Blackthorneestates.org; Facebook: Blackthorne Estates Neighborhood Watch (private for members only); and the newly added Next Door Blackthorne Estates - a free, private social network just for our Neighborhood. It includes a Neighborhood Directory which is updated by the homeowners themselves. Members can control their email settings to determine the type of communications they would like to receive via email, and the frequency with which they will receive them.	
CONCLUSIONS	All legal notices must, and will, be sent via mail with 14 days advance notice. More casual communications will continue to be posted on all 3 sites mentioned above for the time being.	
ACTION ITEMS		PERSON RESPONSIBLE
	Continue to encourage neighbors to join NEXT DOOR Blackthorne Estates	ALL
	Increase Communication via existing channels	O'Connor / Gilstrap