

ICPE ANNUAL OWNERSHIP MEETING

Nov. 11, 2018

Grace Covenant Presbyterian Church, 11100 College Blvd, Room 21
Overland Park, Kansas

Call to Order. The meeting was called to order at 10 a.m. by President Robyn Bair with a quorum present consisting of 36 homeowners attendees and nine proxies representing one vote for ownership.

Board Attendance/Introductions. Robyn Bair introduced Board members: Joyce Bartel (Treasurer), Shawna Laming (Vice President), Lindsay Michalski (Secretary), and Chuck Summers. David Birk was unable to attend due to prior commitments.

Advisory Committee Members Attendance/Introductions: Doug Wischropp and Norm Mondero.

Young Management Group Property Manager: Alan Stetson.

Former Board Members Present: Doug Wischropp, Helen Carroll, Gale Goodheart and Jack Biesegel.

Veterans Recognition. In recognition of Veterans Day, the President thanked the men, women and their families for their service and sacrifice to our Country. Veterans present included John Hamil, Jack Biesegel, Don Riecker, Lyndsay Michalski, and Chuck Summers.

Recognitions. Joyce Bartel recognized the following for being Good Neighbors: Ruth Van Camp helped walk Joyce's dog when she was ill; Barb Wischopp for retrieving Joyce's dog when he ran away; David Birk and Marc Johnson for watering the subdivision sign landscaping; and John Janson for amazing Halloween décor. Lindsay Michalski thanked a number of volunteers for helping with the summer social preparations (which was rained out).

Presentation – OP Cares, City of Overland Park. Jennifer Weise discussed the OP Cares website which allows residents to submit requests and complaints on line including, but not limited to tall weeds, pot-holes, vehicles, etc.. The entry is assigned a ticket # which is sent to the person entering it and used for status updates. Internally, the request is routed to the appropriate department to investigate. Depending on the complaint type, a response may be two -three days for a residential property to be evaluated to determine if it is a violation or not; however, health & safety and immediate threats will be directed to code enforcement or police department. It was noted the City is launching a new software system for OP Cares which will be available next year.

Presentation on OP Neighborhood Programs. Roz Johnson Finch, Neighborhood Conservation Program, discussed neighborhood services available including gatherings, education about important community topics, and helping to sustain aging neighborhoods through the neighborhood conservation program. The Neighborhood Conservation program helps preserve and enhance these neighborhoods by:

- Promoting community building by supporting neighborhood groups and homes associations;
- Providing a forum for communication between neighbors, residents and City Hall;
- Developing community leadership; and
- Advocating for the needs of neighborhood organizations.

Young Management Group. Property Manager, Alan Stetson, was introduced as the new representative. In response to a question about increased lighting, it was noted trees may need to be trimmed, which is the responsibility of the homeowner, and a request may be submitted to the City for increased lighting. For maintenance issues, the first point-of-contact is Young Management Group at 913.890-2300.

Approve 2017 Annual Meeting Minutes. A motion was made by Nancy Kalesz to approve the 2017 annual meeting minutes. Seconded by Pam Pitluck, the motion was approved unanimously.

Treasurer's Budget 2018 Review. Joyce Bartel, Treasurer, related: income as 12K for the year; is under budget as a result of a dues waive for one month. Expenses reflect taxes paid on investments; website fees; contracts are under by \$5K for mowing as a result of invoicing delays; and snow removal which is weather dependent. Overall, net income is positive because of lack of snows to date. The Balance Sheet reflects checking, money market (largest balance which has a better interest rate), and CD account. Accounts Receivables are pending dues submittals. Account Payables reflects TLC invoices that have not come in. And, some owners pay a year's fees up front which shows as a liability because if a relocation occurs, ICPE owes the remainder to the owner. Result; No dues increase again this year! Celebration!

Treasurer's Budget 2019 Review. Joyce Bartel, Treasurer, reviewed the 2019 budget stating it is by year and does not include monthly. There is no waiver budgeted, but waivers will be evaluated throughout the year. Insurance decreased by \$100. The storage unit fees are new which was initiated to centralize all of the HOA items. Aerating was added as a result of homeowner recommendations. Mulching costs cover the new entryway native grasses, with the benefit that over the next two-three years, the plants will not need to be watered. As a result of City grant, the HOA will receive a \$1,000 rebate next year. The budget also reflects a three % increase for trash, as listed in the contract.

Old Business

A. **Review Property Maintenance Philosophy, Efforts, Fine Process.** Lindsay Michalski, Secretary, and Property Maintenance related:

- i. When moving, his family selected ICPE because:
 1. Liked how it looked
 2. Liked the trees
 3. It's convenient
 4. There are a lot of things going for the subdivision
- ii. This initiative will be transferred to the Young Management Group

- iii. Doug Wischropp and Lindsay Michalski are developing violation & tracking documents which YMG property management group will administer. In the future, Young Management will be conduct neighborhood reviews.
- iv. We track and communicate to protect the neighborhood, and this is evident by the quick sales within the neighborhood with many being sold within a day of being on the market.
- v. This year started with 50 properties with violations and a total of 150 violations within the subdivision which has decreased to 18 addresses and 63 violations. One grandfathered owner with 4 addresses has 30+ violations, making ICPE owners' responsible for 14 addresses and 33 violations.
- vi. Notices will continue to be sent if a different or new violation is noted.
- vii. This year, six demand letters were sent via an attorney.
- viii. The Policy adopted earlier this year states it is the owner's responsibility to provide a written response with the plan and completion dates to the property manager (Young Management). First notice is a warning, the second warning may generate a \$25-\$250, the third warning may include a fine of \$100 - \$500 per violation, and the fourth warning may mean a fine of \$195 for a lien being placed on the property.
- ix. Majority of this year's issues were bare spots in the yard because of the hot summer which were written off.
- x. If there is a concern, please feel free to let us know and we will to be as gentle and professional as possible.

B. **Lawn Maintenance.** Shanna Lambing, Vice President and Contracts, reported the contract with TLC had two more years, ending in 2020. She investigated the complaints and walked the area with the lawn maintenance vendor noting that there were 100+ exceptions requested on 210 units. The contract was not bid for these. The point-of-contract for complaints is the property manager at Young Management Group which allows the HOA to track complaints for solution and for future discussion with the vendor.

C. **Review Waste Management.** This contract runs another two years and has a 3% escalation clause in fees.

New Business

A. **Terms Ending 12/31/21:** Joyce Bartel and Shanna Lambing volunteered to continue to serve on the Board in terms ending 12/31/21. With no other volunteers, Doug Wischropp made the motion to elect these to the Board. Seconded by David Birk, the motion passed unanimously.

B. **Unexpired Board Positions Ending 12/31/20.** Lindsay Michalski and David Birk are currently serving on the Board. With no other volunteers, Doug Wischropp made the motion to elect these to terms ending 12/31/20. Seconded by Shanna Lambing, the motion passed unanimously.

Adjournment. Doug Wischropp made the motion to adjourn at 12:15 p.m.. Seconded by Joyce Bartel, the motion passed unanimously.