

**Vintage Township HOA Board Meeting**  
**October 12, 2021 - 7pm**  
**Meeting Minutes**

1. Call to Order at 7:00 P.M. by Tim Dallas
2. Establish quorum
  - Board members present: Tim Dallas, Jeremy Jones, Briana Cooper, Debbie Bateman, and Mackenzie Burns Payton
  - Hawkize present: Brenda and Carol
  - Committee Chairs Present: Becky Koehler on behalf of Winter Wonderland Committee, Amanda Owens on behalf of Events Committee
  - Venue Rental Agent: Lisa Burgess
3. Resident Comments
  - *None*
4. Election of Officers
  - Briana Cooper made a motion to nominate Tim Dallas as President. It was seconded. No one else was nominated. There was a motion to close. The nomination passed unanimously.
  - Tim nominated Jeremy Jones as Vice President. Debbie nominated Briana Cooper as Vice President. There were three votes for Jeremy by: Tim, Jeremy, and Briana, and it passed by majority vote for Jeremy Jones as Vice President.
  - Tim nominated Briana Cooper for Secretary. Seconded by Jeremy. Moved to close nominations. Passed unanimously.
  - Tim nominated Debbie for Treasurer. Seconded by Jeremy. Moved to close nominated. Passed unanimously.
  - Jeremy made a motion to create a new officer position. Briana made a motion to amend the new officer position to call it "Public Relations Officer." Tim nominated Mackenzie Payton as Public Relations Officer. It was seconded and passed unanimously.

## 5. Financial Report from Hawkize

- Current Bank Balances
  - Operating Account \$27,526.31
  - Reserve Account 76,652.98
  - Events Account \$5,407.46
  - Vintage Venues \$11,108.29
  - Venmo \$4,425.00
- Mackenzie made a motion to accept the financial report from Hawkize. It was approved by all.
- Proposed 2022 Budget
  - Discussion tabled until later in the meeting.

## 6. Committee Reports

- Events Committee Report
  - Oct. 16 - Fall Festival from 5:00 to 7:00; live music; Bigham's food truck
    - Estimated cost:
      - \$600 for music
      - \$250 for bounce houses
      - \$278.12 for second bounce house
  - Oct. 30<sup>th</sup> - Vintage Trick or Treating & Hocus Pocus Movie in the Park
    - Estimated cost:
      - \$308.41 for movie in park
  - Briana made a Motion to Approve Events Committee's proposed expenditures for the month of October. Passed unanimously.
  - Nov. 28<sup>th</sup> - Christmas "Tree Lighting" in Founders Park
    - (Hopefully will be a "Standing Event" in the future for the Sunday after Thanksgiving)
    - Proposed budget \$200
    - Music for free
  - December 3, 5:30 PM – Christmas party with snacks
  - Santa will go through Neighborhood again – TBD – maybe Dec. 11, 2:00 – 4:00
    - Santa will be charging \$2,400 – 2,600 for both Dec. 3 & 11 event
    -
  - Next Neighborhood-wide Events Meeting will be in January 2022

- QUESTION for Board to follow up on: Is there a Special Events endorsement on the Insurance? If not, as that needed?
- Winter Wonderland Committee
  - Lights will begin to go up in October
  - Tree Lighting on Nov. 28<sup>th</sup>
  - Lights for the remainder of the Commons Park have been donated by Josh Allen
  - New Town Hall Tree has been donated by Carlos Morales
  - \$1,000 Grant from H-E-B has been deposited into the Winter Wonderland and will be used to extra repairs if needed.
  - Discussion about whether or not to get donations
  - We need to know a projection of what this is going to cost in the future
  - Becky reported that the Budget is adequate for Christmas Winter Wonderland labor this year
  - It costs about \$3,500 a year to store Christmas décor
    - Discussion ensued about other options for storage facilities; Hawkize is looking into if there is a less expensive storage facility
  - Motion to Move the Storage Expense on the accounting spreadsheet to be under the Winter Wonderland Expenses; motion passed by a majority.

## 7. HOA President's Report

- *114th St and 117th St Construction Projects:*

Bids are being solicited with a goal of work starting in early 2022.

- *Pool:*

Thanks to the hard work of Cheryl, the pool was available for almost all scheduled times. The pool will undergo some repairs during the off-season. Some of the decorative tile and underwater lights will be replaced. The pool will be partially drained to allow the work.

- *Irrigation Systems:*

There have been numerous issues with the irrigation system due to jammed valves, lines being cut, and apparent vandalism of controls and spigots. Shut-off valves for each park have been located which should reduce the need to shut-off the well when maintenance issues arise at a single park. New control boxes were installed in two parks.

A search continues for the irrigation line to the South Topeka roundabout. If the line can't be found and repaired, a new line will need to be run from Piper Park. The estimated cost is \$3000.

- *Splash Pad:*

The foam padding on the splash pad has been damaged through wear and tear, as well as apparent vandalism. Bids will be solicited for repair.

- *Savannah Development:*

New construction on Savannah is nearing completion in some cases. Duplicate color townhouses have not been corrected yet. Founder Josh Allen was alerted, and he has directed the developers to change at least one of the house colors.

Amanda reports from the DRB that Josh said none of the paint colors for the houses on Savannah have been approved.

Brenda said she needs DRB communication regarding the paint colors because Hawkize does the Resale Certificates and if the paint colors have not been approved then Brenda needs to know.

- *Mailboxes:*

The number of mailboxes will be increased to accommodate the new construction on Savannah. The Founder is covering the cost of the new mailboxes and new framing. The trim will be repainted.

## 8. New Business

- Pool Access Cards for Commercial Owners/Tenants of Market Hall
  - Motion to Table until next meeting by Briana, Seconded by Jeremy, and it passed by a majority.
- Creating a Late Fees Schedule for late assessments
  - There is a \$25 a month late fee anytime an assessment or zone fee is late by 10 days or more
    - Briana made a motion to set the assessment for Exterior Violations at \$250.00 a month. Debbie seconded.
      - Discussion ensued. Residents will receive a 30-day violation letter and request for remedy prior to an Exterior Violation fine. Moreover, that resident could approach the Board and ask for an extension if it's a matter of not being able to hire a contractor within that 30-day window.
      - The motion to set the assessment for Exterior Violations at \$250.00 a month passed unanimously.-
  - Transfer Fee – administrative costs for Hawkize to have inspections done and have everything ready for the title company.

- Jeremy made a motion to raise the Transfer Fee in 2022 to \$250. Seconded by Briana and passed unanimously.
- Evaluate fees ~~we are charging~~ for Venue Rental
  - Lisa Burgess's idea: Have 2 parties available. Monday 3:00 – 5:00 pm and charge \$100 and then have a break in between and have the second party 7:00 – 9:00 pm and charge \$150.
  - Have a Lottery system starting in March. ~~Residents can submit one request per property Everyone put their name in if you want~~ to have a chance to have a private party.
  - The normal rental on Town Hall for non-residents is \_\_\_\_\_
  - Residents can rent Town Hall for \$100, so we really only make money on venue rental to non-residents
  - Idea on parks: Resident costs: - \$50 ~~each park~~ for 3 hours for Founders, Salisbury, or the Commons.
    - Jeremy made a motion to table this Evaluation of Venue Rental until the November next meeting after we receive the breakdown of all current venue rental rates. Briana seconded and passed unanimously.
- Evaluate common areas around the neighborhood that need to be improved and list them in order of priority
  - ~~Founders park bench~~
  - Pool furniture – acquire additional lounges
  - Pool:
    - Lock for Men's restroom ~~at pool~~
    - Cameras
- Briana made a Motion to create Town Hall Improvement Committee; it was seconded by MacKenzie and passed unanimously.
 

Wish list:

  - \_\_\_\_\_ Repaint interior of Town Hall
  - \_\_\_\_\_ ~~Possibly get i~~ internet in Town Hall
  - \_\_\_\_\_ ~~Possibly m~~ More electrical outlets (may also need more current to the building)
  - \_\_\_\_\_ Flat panel displays

Briana made a Motion to Adjourn at about 9:40 PM and it passed unanimously.

Minutes submitted by: Briana Cooper on 10/13/21

Minutes approved by: