

**Vintage Township HOA Board Meeting
November 9, 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 Hawkins and Carol Mize
 - Committee Chairs Present: Amanda Owens on behalf of Events Committee
 - Venue Rental Agent: Lisa Burgess
 - Design Review Board Member: Amanda Owens
3. Resident Comments
 - *None*
4. President's Report

South Topeka Roundabout:

The irrigation line to the South Topeka roundabout was fixed and is now operational. New bushes and flowers were planted. New mulch and rocks were added. The tree was straightened.

- Founder paid for the repair to the irrigation
- Assembly paid for the new landscaping

Mailboxes:

The number of mailboxes was increased to accommodate the new construction on Savannah. The trim was repainted.

- Discussion on re-doing all of the mailboxes to get the numbers in the right order

114th St and 117th St Construction Projects:

A solicitation for bids should go out soon with a goal of work starting in early 2022.

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.

Pool:

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. Cheryl is having a repair company out to look at the pool next week.

Some or all the pool furniture needs to be stored/covered for the winter. This still needs to be arranged.

A quote needs to be obtained for additional lounges similar to the engineered-material ones already there.

- Cheryl is contacting pool company to see what it will take to replace some of the decorative tile and repairing lights
- We want to look into getting new pool furniture
- We could store the wicker furniture in the pool bathrooms during winter

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.

5. Report from Hawkize

- Current Bank Balances
 - Operating Account: \$51,027.80
 - Reserve Account: \$79,230.48
 - Events Account: \$6,469.66
 - Vintage Venues: \$11,284.79
 - Venmo: \$3,407.00
- There are a few residents that are behind on their dues, but we are working to get that resolved
- Landscaping Bid Received
 - From our current Landscaper, GM Landscaping LLC, \$5,200 / month
 - Do we want to add anything to the scope of work?
 - A neighbor asked if any trash picking up is included
 - There's a woman we pay to collect the garbage from the trash bins around the neighborhood but no one is specifically tasked with picking up trash.
- We have a light pole at Topeka and 120th Blvd and it is leaning. The base has rusted out, so Hawkize is looking into how to repair; the breaker has been turned off for safety reasons
- An electrician installed and separated the breakers at the Salisbury gazebo from the splash pad & they fixed the pergola lights at the pool.

6. Committee Reports

- Events Committee Report
 - December Events are posted on Facebook
 - Down payment to Santa is taken care of
 - Nov. 28th & Dec. 18th – will provide hot chocolate & cookies @ Founders Park
 - Santa Carriage Ride from 1:00 – 3:00
 - Still have \$8,600 to finish the year's events
- Winter Wonderland Committee Report
 - Lights have begun to be put up around the neighborhood. The Christmas Tree lighting will be on Nov. 28, 2021. We have received donations from HEB, Josh Allen (to put lights around the new trees at the end of The Commons), and have been gifted a new Christmas tree for the Town Hall by Carlos Morales and family. Monetary donations have gone into the Winter Wonderland budget.
 - Concerning donations, we are okay with resident donations if residents feel so inclined. We would like to have a clear protocol from the board for donations to Winter Wonderland.
 - In January we would like to send out a resident survey to get thoughts from the residents about Winter Wonderland and what they might light to see in the future. We will then meet as a committee and begin to form a master plan for the 2022 season and beyond.
 - Committee is in agreement of the budget that is listed on the 2022 operating budget of \$18,000 for Winter Wonderland.
 - A neighbor asked, "Why is it that it was too late for particular people to make a donation and purchase lights to add some things to Salisbury park but it was not too late for Josh Allen to make a donation and stipulate what was going to be light up with his money?"
 - Brenda said we met with Troy back in September to go over installation and they said the plan for the well house was submitted back in March or April and at that time offered by Josh. Josh did not get the choice to designate. The desire to put lights on the well house was provided to the committee last Spring and he offered that back in the Spring.
 - Johnny and Troy are at capacity for labor, so even if people did donate now for this Winter Wonderland, they would not have the man power to do more.

7. Report from the Design Review Board

- Paint Colors on Savannah
 - 3 repeat colors between 115th and 117th
 - Supposedly they are changing one color
 - They are supposed to present any colors for approval before painting any other houses

- Want to add someone to the DRB that is also on the Board
 - Mackenzie made a motion to appoint Jeremy Jones to the DRB; Debbie seconded & it unanimously passed; however, after the Meeting, Board Members did additional research on the legality of having a Board Member also on the DRB and concluded that due to Senate Bill 1588 that adds Section 209.00505, effective Sept. 1, 2021, a member of the board cannot also serve on the architectural review committee for our neighborhood.
 - Thus, Jeremy Jones is not on the Design Review Board, despite the community support and enthusiasm for same.

8. Old Business

- Approving the Budget for 2022
 - After previously discussing the proposed budgets at several meetings and seeing that requested amendments had been made, the Budget for 2022 was unanimously approved by all Board Members.
- Evaluating whether or not to move Storage Facilities for the Winter Wonderland decorations
 - Current: Affordable Storage (130th & Quaker); paying \$295/mo for a 20' by 20', which is full.
 - Option 1: Lisa contacted Affordable Storage owner Michael Postar to negotiate a new storage deal. Mr. Postar offered three 10' by 25' for the same price that we were paying for the 20' by 20', but the units would be at the 148th and Indiana location. Next year, it's possible that the storage location would be changed to a different one.
 - Option 2: Orchard Park Storage Facility is willing to provide three 10' by 20' units for a discounted total of \$295/mo, with the stipulation that their yard signs be placed at the three parks during Winter Wonderland [6 signs, 2 at each park that says Orchard Park Storage facility]
 - Discussion ensued regarding some people's belief that signs/advertisements are tacky; some board members and audience commented they did not think it was tacky; Carol commented that Orchard Park Storage Facility would agree to some electronic advertisement such as via Facebook or email, so there would not have to be yard signs.
 - Motion by Briana to move our storage from Affordable Storage to Orchard Park Storage facility for the quote of three 10' by 20' units for \$295/mo – in exchange for providing Orchard Park Storage Facility some electronic advertisements on the Vintage HOA page on Facebook; motion seconded by Jeremy & passed unanimously.
- Pool Access Cards for Commercial Owners/Tenants of Market Hall

- Board Member made a Motion to charge Commercial Owners and Tenants of Market Hall \$100 for an annual Pool Pass, subject to the same rules and restrictions of Vintage Residents, motion seconded by Jeremy & passed unanimously.
- Creating a Late Fees Schedule for late assessments
 - \$10 Fee if they pay by check
 - \$25 late Fee, if someone is past 10 days
 - \$25 Fee for pool card key
 - \$25 for mailbox key
 - \$250 per transfer
 - Mackenzie made the motion to keep all the fees the same
 - Debbie seconded & passed unanimously.
 - Currently no accrual fee for a running balance; discussion ensued; Board Members unanimously agreed that past due balances for assessments and zone fees and violation fees shall accrue interest at 10% per annum.
 - Currently the books are on Quickbooks. Hawkize would like to transfer it to the platform that they use, but there is a convenience fee of \$1.00 per ACH or 2.9% if you pay by credit/debit card. Buildium software. That would provide residents 24-7 account access.
 - Mackenzie made a motion to move accounting from Quickbooks to Buildium in January and waive the late fees for the month of January
 - Debbie seconded
 - Discussion ensued
 - Passed unanimously
- Evaluate fees we are charging for Venue Rental
 - Mackenzie made a Motion to Table the discussion to email once we receive the email from Lisa with the current list of venue prices, Jeremy seconded, passed unanimously.
- Discussion of common areas around the neighborhood that need to be improved
 - Couple of pieces of playground equipment at Salisbury park
 - 2 lights are broken on the North Topeka Roundabout
 - Briana made a motion to authorize Hawkize to hire a contractor to clean the gazebos around the neighborhood which are covered in spiderwebs and dirt, seconded by Mackenzie and passed unanimously.
- Discussion on violations
 - Some residents have received letters

- Table the rest of the discussion for executive session

9. New Business

- Landscaping Bid Discussion RE: Scope of Work and Bid Proposal Request
 - Hawkize has a list of 7 companies that would qualify based on insurance requirements and we can send the bid request
- Nominations for Town Hall Improvement Committee
 - There is a sense of urgency to getting Town Hall improved especially before Spring and Summer events.
 - The Board nominated Lisa Burgess, Brittany Jones, and Patsy Tabor to be on the Town Hall Improvement committee.
 - Lisa and Patsy were present at the meeting. Someone needs to contact Brittany Jones to see if she is willing to serve.
 - Briana made a motion to close nominations seconded by Mackenzie and passed unanimously.
- Board Policy on Donations for Winter Wonderland
 - Mackenzie made a motion to table discussion until a later date
 - Briana seconded it and it passed unanimously.
- Board Policy on short term leases or Air BNB
 - Briana made a motion to table the discussion about Air BNB
 - Mackenzie seconded, and it passed unanimously.
- Facebook Groups / Pages related to Vintage Township
 - Mackenzie offered to come up with a formal proposal for the Board to consider
 - Debbie seconded and it passed unanimously.
- Email Notifications from the Vintage Board

At approximately 9:30 PM, the Board went into a Closed Meeting to discuss serious ongoing violations of a resident and discuss possible courses of action.

The Board returned to the open meeting and decided that it would be best to contact the city departments regarding the code violations one more time and see if the City of Lubbock is able to do anything.

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

Minutes submitted by: Briana Cooper on 11/16/21

Minutes approved by: Tim Dallas, Deborah Bateman, Mackenzie Payton, and Jeremy Jones