

NORTHFIELD VILLAGE HOMES ASSOCIATION (HOA)
MINUTES OF ANNUAL MEMBERS MEETING
NOVEMBER 17, 2016

The Northfield Village HOA held their annual meeting Thursday, November 17, 2016, at the Primrose Retirement Community on Line Creek Parkway. A pre-meeting social started at 6:30 and the meeting was called to order by Virgil Hoffman at 7:00.

Officers Attending: Virgil Hoffman, Jerry Schwebke, Neil Miller, Peggy Dochterman and Sharon Rendon.

Residents attending: Thirty-five households were represented.

The following reports were given by officers and committee members.

1st Vice President Report: Jerry Schwebke outlined several legal matters that he is continuing to monitor. He serves as HOA primary point of contact for matters that require coordination with the county or city. He clarified the county's definition of Northfield's standing as a Planned Unit Development (PUD). There are numerous county and state ordinances that mandate how a PUD operates. The Northfield by-laws and declarations outline and implement our HOA's responsibilities. There are currently 91 homes in the community. The common areas are not lots, they are tracts. The HOA has title to 67 tracts, with 9 more outstanding. There are 57 remaining lots for building. Rosewood Development has not been particularly active in pushing development. They have been approached by a potential buyer, but nothing firm to date. In response to a question, Jerry indicated the developer pays for the deeds and filing.

Mr. Schwebke indicated liens could be placed on any property where assessments are not paid by the due date. The HOA is currently a creditor on one foreclosure; otherwise all are in good standing.

Regarding the 152 East Trail, the city was granted easement. Northfield still owns the land under the trail. We are still waiting on a response from the city as to whether they would be interested in purchasing the land, therefore, becoming responsible for maintenance.

There was a discussion regarding whether or not individual residents should purchase the insurance which covers water mains breaking. The cost to repair is the responsibility of the homeowner, although the lines run through the common area. According to Jerry, the Water Company only recognizes one insurance company (the one that sends the letter with the water bill). Residents are urged to review the information being provided and make the decision best suited for them.

2nd Vice President & Grounds Report: The contract with Perfect Turf expires at the end of this year. Peggy Dochterman spent a great deal of time writing specifications for lawn service and snow removal, prior to sending out a request for bids. Three bids were received. The contract was issued to Embassy Landscape. Their snow removal contract went into effect November 1, 2016. The lawn service

contract begins January 1, 2017, as Perfect Turf's expires December 31, 2016. Perfect Turf will do mowing #27 on or about December 1, and will also do the fall/winter fertilization. Embassy will assign our neighborhood an account manager, and that person will be our primary point of contact (POC). Nancy Bellis will be the Northfield POC for snow issues. Peggy is handing over a list of potential sprinkler issues to the new company and those will be checked out next year. Additionally, Peggy indicated Embassy will pick up paper bags of yard waste, just as did Perfect Turf.

Treasurer's Report: Neil Miller summarized our 2016/2017 budget. There first order of business, there will be NO increase in dues for 2017. Anticipated income from dues will be \$156, 520. A handout was available outlining the 2017 budget. Embassy Landscape will be paid monthly. This is a change from the way Perfect Turf was paid in full at the beginning of each year. There is approximately \$12,000 remaining in the landscape/snow removal budget for 2016, with \$5,000 projected for snow removal for Nov/Dec. The HOA should begin 2017, with approximately \$127,000 in reserve.

Architectural Committee: Jerry Schwebke introduced Susan Martin as the co-chair of this committee. She gave a slide presentation outlining their primary responsibilities. The information is on the Northfield Village website and is very user friendly. There are also tabs for some of the other committees. There is a new form available for use when requesting approval for major structural or landscaping projects. It may be submitted on line or it is printable and can be given to a member of the committee. There is also a newly created form that can be submitted if there are concerns about a landscape or architectural issue. As an example, if you notice an issue that is clearly a violation of the declarations, you may submit a concern form to the committee. This is not to be used as an avenue for complaining if you don't care for your neighbor's personal choice in flowers, gazing balls, or other allowable décor.

Susan also pointed out the tab for the newly created Frequently Asked Questions handout. This handout was created as a result of a committee headed by Jill Claxton. The purpose of this project was to clarify and put into simple language information taken from the HOA by-laws and declarations.

Care Committee: This committee continues to welcome new residents and provide neighborhood information, including handouts of the by-laws and declarations. Additionally, in the event of a resident's death, the committee takes food and a card to family members.

Social Committee: The social committee is responsible for planning the neighborhood's three main events of each year: the Spring Fling, the Fish Fry, and the Christmas Party. They also receive nominations and select those who will be given the Good Neighbor Award.

Beautification Committee: This committee has previously been known as the Landscape Committee. The former name created a level of confusion regarding the duties here and those of the grounds committee, chaired by the 2nd Vice President. The Beautification Committee is primarily responsible for the landscaping at the entrances and gazebos. For the past three years, their team has actually shopped,

hauled and did the actual planting. Embassy is a landscape company, so the Beautification Committee will consult with Embassy, but Embassy will do the actual planting beginning in 2017.

Communications Liaison: Nancy Bellis will continue as the Communications Liaison. All security concerns with the HOA website have been resolved. You will notice there are several areas where you are required to enter your e-mail address in order to access the site. These steps help in securing the site. The master directory is nearly complete and will be handed out in hard copy format, as opposed to on the website. Please, one copy per household. Residents are encouraged to regularly check your e-mail accounts to receive neighborhood updates. This will be especially important during the upcoming snow season.

After all Officer and Committee reports were delivered, Virgil announced that there would be 3 board vacancies for 2017. Virgil will not return as President, Peggy is vacating the 2nd Vice position, and Neil is leaving the position of Treasurer, although Sandi Loos who has assisted him will continue. Jerry Schwebke will continue as 1st Vice President and Sharon Rendon will continue as Secretary.

Thanks to the interest in continuing to maintain our board, several residents stepped up to volunteer for the 3 positions.

Richard Hanner will serve as President, Bill Laughlin will be 2nd Vice President and Grounds Chair, and Diane Younger will serve as Treasurer with Sandi Loos. A huge thank you goes to those willing to take on these responsibilities.

As promised, Jim Pettijohn donated two pieces of his beautiful artwork that were given away at the end of the meeting. The lucky winners were Arnold Baker and Rita Pickering.

Virgil moved for the meeting to be adjourned. The motion was seconded and the meeting was adjourned.