**Pheasant Run Homeowners Association**

**P.O. Box 4484 Topeka, KS 66601**

**BOD Meeting**

**August 22, 6:30pm –~~Lawyer’s Title~~**

**6:37pm at the Cabana**

**Attendance:** Board members -- Ronda, Ray, Karla, Arwyn, Kathy & 23 homeowners.

**Agenda** was presented by Ronda.

**Minutes** from June was presented by Arwyn.

**Financial report** for June and July was presented by Karla.

**OLD BUSINESS**

**Maintenance Status Updates:**

**Chimney Work:** Bids were provided to the homeowners for the 3 chimney’s that need work done. Ronda explained how these requests came to her. She also talked about how unknown, but necessary, maintenance may move planned maintenance items farther down the road.

**Pool Maintenance:** Bids were provided to the homeowners for the replacement of the carpet in the cabana. These were provided so that homeowners could consider the various options and bring their opinions to the budget meeting in October. Some sample options were still available to look at in the cabana.

**Lighting Projects:** Ronda reminded the homeowners that everyone is backlogged, but she is continuing to maintain a list of repairs needed. College Hill is getting them done as fast as they can around other projects. Ned thanked Ronda for being persistent.

**Maintenance Request Forms:** It is very important to fill these out and submit either through email or drop off in the cabana. Ronda is using these to keep track of all maintenance being done. Having a form filled out helps her stay organized and not miss one. It was discussed that the form can be downloaded from the website, text added, and then sent as an attachment via email.

**Landscape Work:** Ronda is attempting to save some money here by using donated materials and volunteer labor, mostly her. At this time, the plan is to kill the weeds, lay new weed barrier cloth, and place river rock over it. Hardscaping only unless the homeowner is willing and able to maintain their area. This is taking time, but will look nice when completed.

**New Website Availability:** Website address was given again pheasantruncondostopeka.com. Karla reminded homeowners to check it out and give feedback. Some homeowners presented the idea of a members-only area on the website that would allow the BOD to share private information with owners only.

**Insurance**: Karla re-requested that copies of the homeowners’ HO-6 policy be sent to the HOA email so that they could be on file.

**NEW BUSINESS**

**Homeowner Questions:**

**Trash Pickup:** Homeowners have inquired about the recent changes in trash service dates and containers. Ronda explained this have come from the trash management company, not us.

**Non-Profit:** Ned asked if the HOA was considered a non-profit Kansas cooperation. If so, he believes we should be tax-exempt and able to save a little money on all our projects. Ronda said she would look into that.

**Budgeting with Reserve Accounts:** The board was again questioned over the lack of reserve accounts in the budget. The response was that we are working through changing categories/labels listed in the budget paperwork so that it more accurately reflects how we are saving for future projects, capital improvements, true maintenance, and true operating expenses. This work should be completed by the budget meeting in October.

**BOD/HOA Meeting Frequency/Schedule:** Ronda presented the homeowners with a proposed meeting schedule through the next BOD election cycle. The dates proposed were: Oct 17th, Nov 14th, Jan 23rd, Mar 20th, May 8th, and June 19th. All homeowners present felt comfortable with the meeting frequency of the proposed schedule.

**Policy Letters:** Ronda explained that the bi-laws allow the board to set operating policies. Any policies that we adopt would be sent to the homeowners as a policy letter and posted on the website. Ronda gave examples:

* + - A policy on window replacement standards
    - A policy that would allow Karla to write checks for $500 or less without presenting the bill to the board for full approval as long as proper documentation was recorded and uploaded to the BOD OneDrive account.
    - Lein policy for when a homeowner owes $500 or more
    - A policy on trash in public areas

Any policies adopted by the current board could be kept, altered or abandoned by the next BOD.

**Next Meeting Scheduled for October 17th, 2022 6:30pm-Location TBD**

**Meeting adjourned at 7:53pm**

Arwyn Henry

Secretary, PRHOA