



**Latham Park Homeowner Association, Inc.**  
**Board of Directors Meeting**  
**October 20, 2021**  
**6:00PM**

**Agenda**

1. **Call to Order** - Denver called to order at 6:02 pm
2. **Quorum of the Board** - No quorum. Denver and Emily present; Bill unable to attend due to prior conflict.
3. **Affidavit of Notice** - Notice was posted onsite at least 48-hours in advance of the meeting with all meeting dates through March 2022.
4. Financial Update
  - a. \$135,809 in Cash; Currently on budget
  - b. Majority of homes current on HOA dues with small group delinquent (approx. 15 homes)
5. Committee Updates
  - a. **ARB Committee (Sean Holmes)**
    - i. 3 applications pending this month (basketball goal, house painting, backyard structure)
    - ii. Plan to discuss permanent holiday lights at October 21 meeting
  - b. **Communication Committee (David Kilgore)**
    - i. Electronic voting options
      - DocuSign \$1932/year (500 “envelopes” per year includes – each “ballot” would be an “envelope”; always for multiple user accounts)
      - PandaDoc \$1288/year (business subscription plan with unlimited document sends, 200 online forms (ARB usage within range); 350 bulk send documents (annual voting)(\$700 line item that could be eliminated if went with different vendor for voting); single user account)
      - ElectionBuddy \$299 for self-managed election with additional add-ons (assistance with set up and orchestration up to \$688); built in framework to run hybrid online and paper balloting election
    - ii. Melrose will research whether existing system for ARB forms (Smartweb) has features for online forms
  - c. **Grounds Committee (Jason Krasnow)**
    - i. Front entrance planting – received substantially lower quote; due to timeliness BOD will review quote and ratify action at next meeting
    - ii. Little library – awaiting restock of desired color. Homeowner is donating one. Will secure quote for Stanley to install libraries in front pool cabana nook.
    - iii. Majestic Landscape – \$3,500 quote for holiday lighting (install and take down; new lighting; \$1600 for areas previously decorated + \$1900 to light up middle oak tree (new))
      - Melrose will do research on past costs for lighting
      - HOA will own new light purchased as part of quoted amount
      - Typically need to be contracted with vendor by end of October.
    - iv. Door-to-door Tree trimming still be coordinated if can secure sufficient volunteers
    - v. Playground Results





- Conclusion: neighborhood voted for bigger kid play area with more traditional playset (although shade was listed as most desired item, majority voted in second poll for quoted options that did not include shade)
- Shade: While shade option not chosen in this poll, could look at options for shade tree landscaping and placing shade addition on budget for next year
- Committee presented playground options
  - a. Santa Monica – dimensions wider than current set but 6 inches shorter in height)
  - b. Lexington – max height 84 inches, over a foot taller than current playset
  - c. Gainesville – max height 72 inches; smaller in overall dimensions but approx. \$5,000 cheaper
  - d. Modern – higher priced but different than traditional
- Melrose will connect with Insurance provider to determine impacts

**d. Events**

- i. Golf event with Orange County National – 18-20 kids turn out; thanks to those who helped coordinate and those who attended; will look to repeat next year and try to coordinate with food trucks
- ii. Halloween Events
  - Pumpkin painting event and trunk or treat Saturday, October 30
  - Decorating contest: \$75 for 1<sup>st</sup> place, \$50 for 2<sup>nd</sup> place payable in Visa gift cards
    - a. Events committee will publish details and enrollment form
    - b. Samantha Reed will judge and will solicit additional 2-3 volunteers
    - c. Plan to have judging conducting on evening of October 30
- iii. Thanksgiving
  - Food drive planned
  - Individuals planning Turkey Trot (not affiliated with HOA)

**e. Ad-Hoc Committee**

- i. Plan to look at management company bids in January with any transition completed in April, 2022
- ii. Task force evaluating RFP and developing recommendations with planned vote by BOD at December meeting

**6. Manager Update**

- a. Noted improvements in moving trash cans out of site; expressed appreciation
- b. For those with visible water treatment systems, integrate fencing/blocking for trash bins to also cover trash bins
- c. Halloween decorations are fun and beautiful

**7. Old Business**

- a. Reminder to use Basketball hoop application for continued use if want to continue to use hoop on driveway





- b. Installation of panic bar on pool gates scheduled for next week; looking at options for alarm (hardwire installation of electric conduit vs. battery option)
  - c. Pool Cameras and Wifi – Bill has researched issues with current system; will continue to be part of evaluation of quotes
  - d. Boardwalk cleanup – completed by Cherry Lake; trimmings were left if inside conservation area (common and part of quote)
  - e. Power Washing North Side Pocket Parks – completed by TopDawg
    - i. As notice issues in common areas, please notify Melrose
    - ii. Grounds committee working on getting quotes for pool sidewalks
    - iii. Reminder that trees and curbs in front of homes are homeowner responsibility
    - iv. Cherry Lake to schedule trimming of trees in common area tree lawns
  - f. Electrical Outlet – Front Island outlet on hold for now
  - g. Pest control – Vendor removed wasp nest from cabana and playground
    - i. Quarterly visits and can call for issues that arise in between for no charge
8. **New Business** - None
9. **Open Forum**
- a. Note that yards are appearing to be overcome by weeds – weed control is yearlong issues and causes bugs and spread to neighboring properties (weeds may be “green” but not proper landscaping)
    - i. Angie has done classes for neighborhood
    - ii. Melrose does cite for weeds but we can place bigger emphasis
    - iii. Include in weekly email distribution – Angie can help with information
10. Date of Next Meeting: Board meets on the 3<sup>rd</sup> Wednesday of every month at 6pm.
11. Adjournment. Emily moves to adjourn; Denver seconded. Meeting adjourned at 7:16 pm.

