

Trustee Meeting Minutes for Wednesday, February 22, 2023
115 Park Meadows Drive at 1:00pm

In attendance: Marian Glancy, President
Jim Orme, Vice President
Wayne Gulden, Treasurer
Bette Kelley, Co-Treasurer
Connie Johnson-Chapman, Secretary

In addition, pre-Agenda comment: The PMA Annual Meeting minutes are to be corrected, then sent out to all Trustees. Wayne to post on website under PMA Annual Meeting and Financial Report. NOTE: vet Meeting notes before placing on website—no personal data to be included. Also, Marian to designate executive sessions as needed.

Transition Items:

1.) Accounts:

- a.) Vanguard account has been successfully turned over to Wayne. (Note: Vanguard account "documents" not to be Posted on-line. Balance sheet only.)
- b.) WesBanco and Wright-Patt Credit Union account transfers are still in transition.
- c.) YTD Profit and Loss comparison to be posted on www.parkmeadowsassociation.org.

2.) Other Contractors—do they have new contact information?

- a.) "not that we know of"—should start the process!
- b.) NOTE: no resident should contact PMA contractors. Residents can contact contractors needed for their own residential service requirements. However,

if the contractor contacted is also a PMA service contractor—i.e., AC Services—PMA Trustees need to be notified first.

- c.) Trustees need to document service request calls from residents.
- 3.) Schedule for PMA work:
- a.) Need to “publish” PMA work (repairs, staining, mowing, leaf removal, landscaping, maintenance, etc.) schedule to residents.
 - b.) Jim to contact contractors to set up a schedule as close to date of PMA work.
- 4.) Landscaping and/or Snow Removal, etc:
- a.) Currently there are no contracts for landscaping, snow removal, or mowing. Trustees agreed that contracts are necessary.
 - b.) Needs to be addressed: What is the contractor's understanding of PMA requirements?
 - c.) Needs to be addressed: What is the responsibility for contractor liability in case of accidents, or damage?
- 5.) Review of recommendations from Audit Committee to be given in a separate meeting.
- 6.) Resident directory and/or welcome letter distributed-- thanks to Wayne and Bette.

Criterion-Lizsky Study:

Wayne has contract.

Trustees discussed a possible study date for the end of March, or, the first week in April. (Preferably study to be completed before staining.)

(Aside: No "staining" contractor, at present. Need to search for/find/hire contractor to do staining.

Resident Work Request Protocols:

1.) Smoke Detectors:

- a.) Discussed contacting Elaine Jelly about information re: contractor she was negotiating with re: installation of smoke detectors in PMA residents.
- b.) Trustees discussed the need for a "survey" of existing smoke detectors to be replaced, and an estimate of \$50 per smoke detector (unclear if the estimate was for cost of smoke detector unit w/o cost of installation, or a combination of both?)
- c.) Trustees also questioned the Smoke Detector model # proposed, wanting details re: same.
- d.) Trustees discussed whether to continue to use the contractor Elaine was contacting.
- e.) Trustees decided to "go forward" with this project and and the above concerns/comments—i.e., survey, model #s, etc.) and discussed PMA responsibility to pay for new smoke detectors and installation of one smoke detector per residence. (Some residences have two.)
- f.) Marian will call contractor Elaine was negotiating with re: above.

NOTE: the following work request protocols will be listed by residence numbers, since identifying owners' names would possibly require placing in executive session.

- 2.) Residence #105 re: problem Julia (former Trustee) that Purdy (contractor) was to correct and not done. Julia had agreed to repair. Trustee review of messages from #105

Resident Work Requests Protocols (cont.)

2. cont.) to Marian.

3.) Residence #150 re: needed repairs.

4.) Trustees agreed that a comprehensive list of needed repairs to PMA residences needs to be compiled and then ask for estimates from Purdy (contractor).

(Aside: Wayne stated that gmail accounts were not receiving PMA information. Distribution of paper copies may be best for conveying resident content information.)

5.) New Residence #185 re: need for copy of PMA Policies and Procedures to be delivered to work location. (New resident not moving into #185 until late spring.)

Grounds Work:

1.) Tree/Landscaping Committee

a.) Who is on the landscaping committee? (Ask #155)

b.) What are the committee's goals?

c.) NOTE: A PMA commons tree was damaged by a snow plow. (Responsibility issues in question.)

d.) What are the division of responsibilities between PMA's landscape committee and the YS Tree Committee re: trees planted in PMA commons area?

e.) Trustees discussed budgeting for the landscaping ctte.

Action Point Review:

1.) Jim to w/ contractors—what are responsibilities?

2.) Search for staining contractors (not Burkland).

3.) Discuss w/ Purdy re: #105.

4.) Emails to residents re: hard copy information distribution.

Action Point Review (cont.)

5. cont.) and responsibility for repair of tree damaged by snowplow.

Notes from additional minutes' aside discussions:

1. Need for corrections to and submission of meeting minutes from the PMA Annual and the February 6th Meetings.
2. Need to review Ohio's Laws re: HOA's
3. Wayne distributed copies of PMA Balance Sheet for Prev. Year Comparison (as of January 31, 2023), PMA Profit & Loss YTD Comparison (January 2023), PMA Resident Supply, Repair/Replacement Costs—present and projected, and PMA Staining Schedule/Costs (2011/12 and 2023/34).
4. Discuss staining contractor challenge.
5. Proposed date of next Trustee Meeting—1:00 on Tuesday, March 7th.

