

Hilliard-Rome Road Civic Association
Trustee Meeting
December 1, 2020

Minutes of the Trustee Meeting of the **Hilliard-Rome Road Civic Association**,
Columbus, Ohio, aka "Coventry HOA", held via Zoom at 6:30 p.m. on December 1, 2020.

I. CALL TO ORDER

Trustee Sharma called the meeting to order at 6:30 p.m. This is the 2nd official Trustees meeting of the Coventry HOA.

II. ROLL CALL OF Trustees

Roll call of trustees was affirmed by David Connolly, Secretary at 6:30 p.m.

Present: *(Brian, David, Martha, Rebecca, Shaman, Shelley)*

Absent: *(none)*

Also Present: *(none)*

III. APPROVAL OF THE MINUTES OF THE REGULAR MEETING

It was motioned and seconded to approve the minutes of the Regular Monthly Meeting of November 2020 as submitted by David; motion carried unanimously.

IV. FINANCIAL REPORT

Rebecca gave the report as follows:

- A. Current account balance is: \$ [REDACTED]
- B. Operating \$ *n/a*
- C. Reserves \$ *n/a*
- D. Delinquencies: Unpaid dues for 2020 currently total \$ [REDACTED]
- E. We noted that specific "dollar amounts" will be redacted (blacked-out) from public venues such as the website; however, monetary information may be requested from the Treasurer.
- F. Proposed budget: Our largest current/anticipated expense will be legal fees as we develop by-laws; this is challenging with annual dues of only \$25. Additionally, we will solicit bids for landscaping, which will be an expense in 2021. Rebecca will prepare a budget including possible special assessment, for our review. We discussed options for collecting from overdue properties from previous years; we hope to evaluate options other than liens with the law firm.

V. PRESIDENTS REPORT

Shaman reported that he and Brian will be working with our attorney (Jeff Dittmer).

VI. UNFINISHED BUSINESS

- A. Front entrance: Shaman has confirmed that Sharon Sunseri wishes to head the landscaping committee (per discussion in early 2019). Shaman gave her the names of companies from whom to solicit estimates for 2021. Brian suggested exploring longer term (e.g., 3 year) agreements as part of those estimate requests. Former HOA secretary Jason Bornhorst works in this field and might be consulted.

- B. HOA Bylaws: Brian will lead the drafting of bylaws for the lawyer's review, drawing from other examples of Columbus-area HOA bylaws such as Edgewater. Martha and David will work with Brian as a subcommittee to draft the document.
- C. Shaman has created a Google Drive for us that we will all have access to.

VII. NEW BUSINESS

- A. Holiday Lights Contest: In conjunction with our 2nd annual holiday event, Shaman will get holiday cards made to be distributed to all residents (as opposed to last year when cards were given only to homes with lights/decorations). We discussed details and timeline – David will work with Shelley to get the three signboards out to promote the event Dec. 20-26. We will announce/post on Coventry HOA Facebook page. The trustees and Secretary will vote for their “favorites” and assist in distribution of holiday cards to each home. Decided on award certificates rather than monetary prizes such as gift cards; probably to be awarded to top five houses.
- B. 2021 Dues: Shaman proposed sending out dues statements in January 2021; we should send 2 documents: (1) one to notify all residents about future liens, enforcement, etc.; we have the right to assess a fee; (2) 2021 dues statement, possibly including special assessment for 2021 based on budgetary needs. David suggested that we might include a newsletter in the mailing.
- C. Brian elaborated ideas for working with the attorney, for example introduce a transfer fee with sales of homes (new bylaws might include, for example \$50). We discussed how we might communicate with new residents to the neighborhood, for example welcome “packets” of information about the HOA, bylaws etc.; the packet might be electronic. All residents probably would benefit from receiving the packets if there are new bylaws.
- D. Shelley suggested that we compile and maintain a listing of Coventry residents and addresses; Rebecca has been working on ensuring correct names/addresses for all homes in conjunction with dues collection.
- E. Evan – still has “tubs” of old Coventry HOA files and materials. David will follow up with Evan and take possession of them. (Note: done in early December – dc)
- F. HOA laptop – Shaman is in possession of an old laptop (7+ years old) purchased/owned by the HOA; at this point wants to wipe clean and donate it. The trustees agreed.
- G. Binders – Shaman talked about the binders that he compiled for all trustees and the secretary. He suggests printing out and keeping hardcopy of all materials to ensure a proper “paper trail” to be maintained and passed on for future HOA governance and administration.

VIII. NEXT MEETING DATE

The next monthly Board meeting is scheduled for Tuesday, Jan. 5, 2021 at 6:30 p.m.

The board meeting adjourned. These minutes were approved by the Trustees.

David Connolly
Secretary

(1/5/2021)
Date