

**Hilliard-Rome Road Civic Association  
Trustee Meeting  
Sunday, February 28, 2021**

Minutes of the Trustee Meeting of the **Hilliard-Rome Road Civic Association (aka Coventry HOA)**,  
Hilliard, OH, held via Zoom invitation, 6:30 p.m., Sunday February 28, 2021.

**I. CALL TO ORDER**

Trustee Sharma called the meeting to order at 6:35 p.m. Noted that this meeting is to be construed as our “March meeting” which would have been regularly scheduled on Monday, March 1.

**II. ROLL CALL OF Trustees**

The roll call of trustees was completed by the Secretary – all present.

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

*Absent:* none

*Also Present:* The secretary also noted the attendance of three community members and Sharon Sunseri (Landscaping chair)

**III. APPROVAL OF THE MINUTES OF THE REGULAR MEETING**

The minutes of the meeting of Feb. 16 were reviewed, with instruction by Shaman to change wording of the heading to “Special Meeting called to order by the President”. A motion was made, seconded, and approved to accept the minutes subject to correction of the heading.

**IV. FINANCIAL REPORT**

Rebecca gave the report as follows:

- A. Total assets of \$4, [REDACTED].99 as of today
- B. Delinquencies of \$ [REDACTED] ([REDACTED] properties)
- C. Dues payment checks are being given to Shaman to deposit as needed.

**V. PRESIDENTS REPORT/UNFINISHED BUSINESS**

***Delinquent accounts:*** We continued discussion of these accounts and how to collect on them. We have previously relied on liens, which are not typically collected unless/until the property is sold. Our updated lien/fine policy was sent out, enumerating options of liens, lawsuits, and collections agencies. Such procedures require sending 2 late notices. We will start by seeking payment from our “top 5” delinquent properties, which include multiple years of accumulated non-payment.

We worked out a timeline of (1) first “late letter” March 1; (2) second late notice after 30 days (April 1); (3) refer to law firm for collection after another 30 days (May 1). At least one of the mailings will be via certified mail. There may be collection fees on top of the delinquent charges to be charged to the homeowner.

Note that beginning this year, delinquent accounts/late fees will accrue interest as well.

***By-Laws:*** Jeff Dittmer checked in with Shaman today. The subcommittee led by Brian will be asked to meet with Jeff soon. Some of the items suggested for addition to the draft by-laws are more appropriate for a Coventry “handbook” and as such can be set aside for now. We anticipate that by-laws can be approved via majority at a specially called community meeting. Resident Jason Bornhorst

observed that any proposed changes to deed restrictions, however, would need to be ratified by majority of homeowners. Shaman will confirm with Jeff.

**Landscaping:** We discussed and evaluated five bids received by the Board (note – all available on the Google drive from: Gregory; Guardian; Hickman; Ranger; and Shiplet). Shaman shared a Powerpoint he had prepared regarding the landscaping. Shaman had consulted Jeff on liability/insurance that we should require from a landscaper: we need to ensure that they (a) have certification of insurance (“additionally insured” status) and (b) pay into workers’ comp.

Jason B. works in this field and offered helpful insights on this issue and the proposals. Note that specific dates are typically not listed exactly, as some steps in the work will depend on weather and temperature. Pros and Cons were discussed for each quote; there was consensus that Jacob Shiplet’s plan and quote of \$3500 was our first choice, and we will offer him the job for 2021.

Some clarification of the scope of the “front entrance” job will be needed, in terms of publicly visible bushes on the south side of Reebok Drive @ Rome-Hilliard located on the adjacent private property of the resident there. Shiplet’s quote assumes that area to be part of his bid. The board is willing to include in the landscaping plan provided that the homeowner agrees.

Considering possible additional shrubs at the entryway – Sharon offered to donate two plants to the HOA; we might reach out to other residents also, in the upcoming newsletter.

**VI. NEW BUSINESS**

Shaman has had a complaint from a resident about a commercial vehicle parked at a home; we should consider reminding residents of the issue in the upcoming newsletter as an existing rule in the deed restrictions.

Summer plans—With the warmer weather ahead and increasing availability of the covid-19 vaccines, Shaman suggested we host a “Bike Parade” for children in the neighborhood. Tentatively thinking about Saturday, May 29. Additionally, perhaps a community garage sale can be sponsored in May or August.

**VII. NEXT MEETING DATE**

The next monthly Board meeting is scheduled for Sunday, April 11, 6:30 p.m. via Zoom.

The board meeting adjourned at 8:26 p.m.  
These minutes were approved by the Trustees.

\_\_\_\_\_  
(David Connolly)  
Secretary

\_\_\_\_\_  
3/14/21 [draft – approved by trustees at meeting of April 11, 2021]  
Date