

# INDIAN FIELDS BOARD MEETING MINUTES

## SEPTEMBER 2009 MEETING

### NEW BUSINESS

- The meeting took place September 30, 2009. Board Members in attendance were Terry O'Toole, Tim Laughlin, Denise Jackson, Jim Bell, Mark Lieb and Sarah Bogdan. Members absent were Molly Mitchel-Danciger, Scott O'Brien and Sue Ann Heim.
- The Board discussed and set as a goal for 2009 to have a guide book for future Boards to refer. This book will include items such as:
  - What should be in the Monthly Board Meeting packet
  - What events the board should be looking at in what months (island planning in February, Fourth of July parade in May, and annual budget in March...)
  - Terry O'Toole is going to put the list together and the Board will edit it over the remaining term of the 2009 Board (ending in May of 2010)
- Construction projects within Indian Fields fitting one of the following three criteria:
  - Demolish a residential structure,
  - Increase the interior square footage of a residential structure; or
  - Alter the building footprint of a residential structure.

must be submitted to the Homes Association before the City will approve the permit. Special thanks to Mark Lieb who worked to fill out all the correct forms and followed up with the City to make sure we were added to the list of other Homes Association to be notified.

To maintain the continuity from year to year as the people on the Board change, the Homes Association of Kansas City is listed as the entity to be notified and they will pass the information on to the current Board.

- Treasurers Report: See attached Income Statement and Balance Sheet dated August 31, 2009
  - Discussed. We are looking at collecting the past due receivables, see below "Delinquent Dues".
- Delinquent Dues. How to handle / when to lien? From the Homes Association list of things they do for our monthly fee, writing the follow up letters is included. Lien costs are \$100 per, but it is added to what the homeowner

owes. Create guidelines for when to lien properties so it is done consistently from residence to residence and from Board to Board.

- The Board discussed at length what needs to happen. It is agreed the Board has a fiduciary responsibility to make sure the dues are collected from all homeowners equally. If there are some homeowners who do not pay, the burden falls on the rest to make up the difference.
  - Tim Laughlin will assist in putting all of the following into place.
  - It is agreed all letters on collection will come from the Home Association of Kansas City, under the direction of the IFHA. Tim Laughlin will be contacting the HA-KC to see if they have “stock” letters to be mailed with escalating urgency, up to and including placing a lien on the property.
  - In future Boards, this responsibility will rest with the Treasure of the current Board.
  - The rule the Board agreed up on is if a house owes two (2) years in their dues, the Lien process will begin. Currently we have four homes falling into this category and we will be asking HA-KC to send a letter apprising the homeowners of the need to pay current in the next 60 days or a lien will be placed on the property.
  - The HA-KC continues to send a reminder invoice monthly for all past due collections, so a homeowner has multiple notices this is a debt that needs to be addressed.
  - It was decided the Board will instruct HA-KC to send an “intent to lien” letter to any homeowner who has a past due balance when a second year’s dues invoice is mailed. This in effect gives the homeowner 12 months to make current on his dues before the lien process begins. If the past due AND the current dues are not paid within 60 days of the second years invoice, the Board will instruct HA-KC to begin the lien process. All expenses associated with the lien filing will be added to the lien and become the responsibility of the homeowner.
  - The final letter will instruct a homeowner who is truly unable to pay for some reason to respond in writing to HA-KC who will forward the letter to the current Board for a determination if a special delay will be granted to the start of the lien process.
- Islands –Denise Jackson. Anything we need to be addressing on the islands? Should we hire Fall clean up or leave it to the people who are assigned the islands? If leaving to the people assigned, should we personally contact and talk to them?
    - Terry O’Toole will contact James Rosa to bid doing a Fall clean up of all the islands (excluding Homestead Circle). What we are looking for is removing dead plants, trimming back any overgrown bushes, edging any grass, cleaning up of current mulch – basic “sprucing –up”.
    - If the bid is accepted, Denise Jackson will notify all homeowners who are currently managing the individual islands so they are aware the

clean up will take place and can then do any limited Fall planting they desire.

- Denise Jackson will talk to Bill Malouche to discuss possibly assisting us with a “suggested” planting list for the islands next spring. The goal is to have a professional give us advice on what plants will best stand up to the normal conditions of the islands and have some continuity throughout the neighborhood.
  - The Board plans on hosting a meeting early next Spring (in conjunction with a normally scheduled Board Meeting) at Homestead Country Club and inviting all the people who currently are overseeing a specific island’s up-keep plus anyone who might be interested in assisting. The goal is to discuss the suggested planting and create excitement for the islands in 2010. An idea not discussed, but we could consider would be to print a creative shirt as a gift to the people coming to the meeting as a “thank you” and encourage them to wear it when they work on the island.
  - It was agreed this Spring meeting for residents involved with the islands should be held annually.
- Island at 66<sup>th</sup> and Granada. Update on makeover. Should we direct resources to another island? Spring or Fall?
    - We will decide in the Spring on which island to focus. This island looks fine for now, we will save the \$\$’s.
  - Schedule Vanice Lawn to remove controllers on Islands and drain system the first week of November.
    - Terry O’Toole will contact Vanice to arrange.
  - Welcome Packet – delivered one new homeowner’s basket to resident. \$20ish – Terry O’Toole will save all receipts and turn in one time in April of 2010.
    - Approved
  - Directories – Letters are out to all homeowners. At next meeting we will have listing of who we need to follow up with.
    - It was clarified the letters if not returned were written such they default to the current information. With this format, limited follow-up will be required.
    - Terry O’Toole will talk to Chip Cooper about the next step and report back in the October meeting.
  - Items for possible newsletter: 1) on line web page 2) sell ads for directory 3) Block captain program 4) Suggestions for Home of the Month 5) Opt out of e-mail blasts 6) Info on Google Earth – see neighborhood 7) never too soon to throw your hat in for the 2010 Board, let us know if interested 9) other items???

- Mark Lieb will begin this and pass it to the Board for edit and comments in the next couple weeks. The goal is to mail out before the October 28<sup>th</sup> Board meeting.
  - Additional ideas for the newsletter, notation about island clean-up, Spring meeting of people interested in helping on the islands.
- Major expenses for 2009 to be budgeting. Directories.
  - OK. Discussed in financials. Will keep on agenda for next month.
- Formalize Board Meeting to the last Wednesday of the Month so everyone can better plan? 7:00pm, Presidents house.
  - Agreed. Terry O'Toole will ask the HA-KC to post on the website calendar.
  - Meeting is open, is we have a feeling there are too many people planning on attending, the location will be moved to a public location (Homestead Country Club, City of Prairie Village). If normal Board – it will take place at the Presidents residence.
- Create a list of items to be included in the packet for the Monthly Meeting:
  - Agenda
  - Current Income Statement and Balance Sheet
  - Listing of Delinquent Homes Associations dues
  - Home of the Month Listing
  - Other items?
    - Agreed on above. List is dynamic and will be added to over time.

## OLD BUSINESS

- Jim Bell / Mark Lieb will do a review of Rules and Restrictions of the Indian Field Covenant and compare them to the PV Building Codes. The goal is to create a cheat sheet of things for us to look for when a plan comes in front of the Board. This will be addressed later in the Fall or Winter.
  - OK
- Painting of addresses. On hold for now until street repairs in the neighborhood are complete.
  - More than likely will be a Spring project because of the Fall street repair. The Board does still feel a worthwhile project provided the money is available in the spring.

**#180 INDIAN FIELDS HOMES ASSOCIATION**  
**Balance Sheet**  
**August 31, 2009**

**ASSETS**

Cash in Bank	\$ 14,496.16
Certificate of Deposits	0.00
Accounts Receivable	1,258.32
Deposits with HAKC	<u>1,700.00</u>

**TOTAL ASSETS** \$ 17,454.48

**LIABILITIES**

Accounts Payable--HAKC	<u>842.11</u>
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**TOTAL LIABILITIES** 842.11

**RESERVES**

Retained Earnings	10,076.47
Current Earnings	<u>6,535.90</u>

Total Reserves 16,612.37

**TOTAL LIABILITIES & RESERVES** \$ 17,454.48

**#180 INDIAN FIELDS HOMES ASSOCIATION**  
**Income Statement**  
**August 31, 2009**

	<b>Current Period</b>		<b>Annual</b>	<b>Budget</b>
	<b>Aug '09</b>	<b>Year to Date</b>	<b>Budget</b>	<b>Balance</b>
<b>REVENUE:</b>				
Base Assessment	\$ 0.00	\$ 12,836.99	\$ 0.00	\$ (12,836.99)
Interest on Investments	3.04	12.05	0.00	(12.05)
Interest on Assessments	4.57	41.30	0.00	(41.30)
Other Income	0.00	69.05	0.00	(69.05)
<b>Total Income</b>	<b>7.61</b>	<b>12,959.39</b>	<b>0.00</b>	<b>(12,959.39)</b>
<b>EXPENSES:</b>				
Administration	206.00	824.00	0.00	(824.00)
Annual Meeting	0.00	1,230.14	0.00	(1,230.14)
Other Services	0.00	209.95	0.00	(209.95)
Insurance	0.00	0.00	0.00	0.00
Legal Services	0.00	0.00	0.00	0.00
Tax/Audit/Report Serv.	0.00	0.00	0.00	0.00
Island Maintenance	41.01	3,063.51	0.00	(3,063.51)
Capital Improvements	0.00	0.00	0.00	0.00
Tree Maintenance	470.00	470.00	0.00	(470.00)
Postage	7.04	345.27	0.00	(345.27)
Social Activities	0.00	0.00	0.00	0.00
Annual Picnic	0.00	0.00	0.00	0.00
Directories	0.00	0.00	0.00	0.00
Newsletter	0.00	0.00	0.00	0.00
Stationery & Supplies	0.00	0.00	0.00	0.00
Utilities	118.06	194.52	0.00	(194.52)
A/R Written Off	0.00	0.00	0.00	0.00
Other	0.00	86.10	0.00	(86.10)
<b>Total Expenses</b>	<b>842.11</b>	<b>6,423.49</b>	<b>0.00</b>	<b>(6,423.49)</b>
<b>Net Income/(Loss)</b>	<b>\$ (834.50)</b>	<b>\$ 6,535.90</b>	<b>\$ 0.00</b>	