

# **Maumelle Valley Estates Property Owners Association**

## **Board Meeting Minutes**

**September 10, 2024**

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**NOTICE OF MEETING:** Daniel Wilkinson, President

- The meeting was held on September 10, 2024, at 6:00 PM.

### **ROLL CALL:**

- **Board Members Present:** Daniel Wilkinson, Terry Shaw, David Chumley, Brian Patton, Cambris Epperson, Braden Bailes
- **Board Members Absent:** Lawrence Cheatham, Jason Ridgell

### **ASSIGNMENT OF MINUTES:**

- Braden Bailes was assigned to take minutes and pass them on to Lawrence for official recording.
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## **BUDGET REPORT: Terry Shaw, Treasurer**

- **Financial Overview:**
  - Starting balance for the year: \$55,000.
  - Budgeted income: \$90,625; Actual income: \$91,820.
  - Surplus of approximately \$1,100 over the budgeted income.
- **Expense Highlights:**
  - **Insect Treatment:**
    - Over-budgeted; actual spending was \$438 against a budget of \$4,500.
    - Includes termite control and pending Mosquito Joe payment of \$1,550 due in December.
  - **Insurance:**
    - Increased costs noted; covers liability for board members.
    - Discussion on reviewing policy details and exploring cheaper alternatives.
  - **Landscaping:**
    - Under budget by approximately \$20,000.
    - Anticipated expenses for the remaining months estimated around \$11,374.
    - Additional green spaces acquired require increased maintenance efforts.
  - **Utilities:**
    - Electricity and water expenses are under budget.
    - Plans to reduce water usage by adjusting sprinkler timers.

- **Office and Miscellaneous Expenses:**
    - Slightly over budget due to website maintenance and materials.
  - **Reserve Fund:**
    - Started the year with \$46,000.
    - Major expenditures include \$70,000 for playground and pavement improvements.
    - Projected reserve balance by year-end: Approximately \$20,000.
  - **Liens and Collections:**
    - A list of properties with unpaid dues was presented.
    - Approval to proceed with filing liens on all properties with outstanding balances.
    - Cost of filing liens is approximately \$25 per property.
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## **BUDGET ADOPTION FOR NEXT YEAR**

- **Discussion Points:**
    - Reviewed each line item to adjust for the upcoming year's budget.
    - Adjustments made based on anticipated increases in expenses, especially for green space maintenance and tree removal.
    - Proposed increases in budget allocations:
      - **Insect Treatment:** Adjusted to \$2,300.
      - **Insurance:** Increased to \$5,000.
      - **Landscaping Maintenance:** Increased to \$34,000.
      - **Tree Removal:** Increased to \$7,500.
      - **Sprinkler Repair and Maintenance:** Increased to \$1,500.
      - **Office Supplies and Postage:** Adjusted to \$2,000.
      - **Utilities:** Electricity budget remains, water expenses to be monitored.
  - **Action Item:**
    - Finalize and approve the budget at the next meeting when more board members are present.
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## **LEGAL REPRESENTATION**

- **Proposal:**
    - Daniel Wilkinson proposed retaining the Barber Law Firm, PLLC, as the POA's official legal counsel.
    - No retainer fee required; services billed at \$250 per hour as needed.
    - The firm will review the POA's Covenants, Conditions, and Restrictions (CC&Rs) and Bylaws.
  - **Decision:**
    - Motion to accept the Barber Law Firm as legal representation was made, seconded, and unanimously approved.
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## ARCHITECTURAL COMMITTEE UPDATE

- **Storage Sheds and Trailers:**
    - Discussion on enforcement of rules regarding storage sheds and trailers in front yards.
    - Decision made not to enforce trailer visibility rules due to potential hardships for homeowners.
  - **Trash Can Visibility:**
    - Addressed complaints about trash cans being visible from the street.
    - Board decided not to enforce strict regulations due to practical challenges for residents.
  - **Website Updates:**
    - Identified the need to update the website with comprehensive architectural guidelines as per the Bylaws.
    - Removal of outdated solar panel regulations from the website.
  - **Action Items:**
    - Cambris and Brian to collaborate on updating website content.
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## GREEN SPACE MAINTENANCE

- **Increased Responsibilities:**
    - Acquisition of additional green spaces from Gib Carpenter via a quitclaim deed.
    - Responsibilities include maintaining trees, ditches, and erosion control in new areas.
  - **Budget Implications:**
    - Acknowledged the need to allocate more funds for landscaping and maintenance.
    - Plans to address overgrown areas and potential safety hazards.
  - **Trail and Bridge Maintenance:**
    - Upcoming projects include repairing and repainting pedestrian bridges.
    - Long-term plans to repave walking trails; budgeting for future expenses discussed.
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## SECURITY CAMERAS FOR PARKS

- **Proposal:**
  - Install security cameras in park areas to deter vandalism.
  - Estimated cost: \$50 per camera and \$12 per month for unlimited video storage.
- **Implementation:**
  - Cameras to be discreetly installed and monitored.
  - Jason Ridgell was nominated to oversee installation and management.
- **Decision:**
  - Board approved the purchase and installation of security cameras.

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## ANNUAL DUES INCREASE

- **Discussion:**
  - Proposed increasing annual dues from \$125 to \$150 to bolster reserve funds.
  - Recognized the need for transparent communication with homeowners about the reasons for the increase.
- **Decision:**
  - Motion to raise the annual dues to \$150 was made, seconded, and approved.
- **Action Item:**
  - Daniel Wilkinson and Terry Shaw to draft a detailed notification letter outlining the benefits and necessity of the dues increase.

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## ADDITIONAL ITEMS

- **Benches Along Walking Paths:**
  - Suggestion to install additional benches for community use.
  - Potential purchase of used metal benches from a local company.
- **Adjournment:**
  - A motion to adjourn the meeting was made, seconded, and unanimously approved.
  - **Meeting adjourned at:** September 10, 2024, at 8:30 PM

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## Action Items Summary:

1. **Terry:** Coordinate with legal counsel regarding liens and review of governing documents.
  2. **Daniel and Terry:** Draft and distribute notification of dues increase to homeowners.
  3. **Cambris and Brian:** Update the POA website with current architectural guidelines and remove outdated information.
  4. **Jason:** Oversee the installation and monitoring of security cameras in park areas.
  5. **Board Members:** Finalize and approve the budget for the upcoming year at the next meeting.
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