

## BOARD MEETING/OPEN FORUM

The first Board meeting of 2023 for the Hawthorn Community HOA will be held Monday, February 27, at 6:30 P.M. at 2587 Sage Drive. The first order of business once the meeting has been called to order will be an **Open Forum**. Open Forums will provide you, the members of the community, a platform to voice your concerns. However, due to time restraints, there will be guidelines.

1. Once recognized by the floor, please identify yourself and state your address to aid in collecting accurate meeting minutes.
2. No action can be taken on issues not present on the HOA meeting agenda. If you would like the Board to consider situations outside of the agenda, information will be collected and added to the next meeting agenda.
3. To help manage time, a maximum of 5 minutes per person will be allowed for comments. It would be helpful to describe your issue(s) in summary on a piece of paper prior to the meeting.

Holding the Open Forums at the beginning of the meeting provides the opportunity to state your issues and then leave; or you may stick around for the entire meeting. We encourage your feedback and will strive to resolve the issues to the best of our ability.

Private Board meetings may be held to discuss delinquent assessments or other contractual or legal matters.

An Agenda for the meeting is forthcoming.

HAWTHORN COMMUNITY HOMEOWNERS ASSOCIATION  
Meeting Location: 2587 Sage Drive, Warsaw, IN. 46582

## Board of Directors Meeting Agenda

February 27, 2023 – 6:30 p.m.

Debbie Condon      President  
Peggi Lee          Treasurer

LuAnn Gaisford      Vice President  
PJ Leppo              Secretary

James Sweeny, Chairman  
Elizabeth Rodriguez, Chairman  
Tim Eshleman, Chairman  
Carl Sowers, Chairman

Architectural Control Committee  
Event Planning Committee  
Compliance Committee  
Christmas Committee

**Guests:** None

1. **Call to order** at \_\_\_\_\_ p.m. -Debbie Condon
2. **Open Forum** for Resident Comments
3. **Approval of Prior Meeting Minutes** - October 24, 2022 – PJ Leppo
4. **Old Business**
  - a. Governing Documents Recorded – Peggi Lee
  - b. Christmas Committee Update – Carl Sowers
5. **New Business**
  - a. Yearly Event Calendar – Elizabeth Rodriguez
  - b. Board Meetings & Annual Meeting Scheduling - Board
  - c. Volunteer Interest Form – Debbie Condon
  - d. Good Neighbor Award Recognition – Debbie Condon
  - e. Front Sign Maintenance – Debbie Condon
  - f. Treasurer’s Report – Peggi Lee
  - g. Architectural Committee Report – James Sweeny
  - h. New Compliance Committee – Debbie Condon/Tim Eshleman
  - i. Hawthorn Community Association Website
6. **Other Business**
7. **Adjournment** at \_\_\_\_\_ p.m. **Next Meeting: TBD**

HAWTHORN COMMUNITY HOMEOWNERS ASSOCIATION

**Board of Directors Meeting Minutes**

2587 Sage Drive, Warsaw, IN 46582

Monday, February 27<sup>th</sup>, 2023

**Attendance**

Board of Directors

President: Debbie Condon

Vice President: LuAnn Gaisford

Treasurer: Peggi Lee

Secretary: PJ Leppo

Committee Chairman

Architectural Control

Committee:

Compliance Committee:

Christmas Committee:

Event Planning Committee:

James Sweeny

Tim Eshleman

Carl Sowers

Elizabeth Rodriguez

Meeting Guests

None

**Meeting Minutes**

Debbie Condon called the meeting to order at 6:40 p.m.

Open Forum: Introductions of new homeowners in attendance, Committee Chairmen, and Board of Directors. Question for Architectural Committee regarding approval for a patio extension. No prior approval required as long as the patio extension is not covered.

Prior Meeting Minutes: Secretary submitted the previous meeting minutes from the Board meeting held on October 24<sup>th</sup>, 2022 for approval. A motion to accept was seconded by Peggi Lee and passed with no objections.

**Old Business**

Governing Documents Recorded: Bylaws and CC&Rs (Community Handbook) were updated over the summer with details regarding metal roofs, solar energy, etc. Peggi Lee had the documents reviewed by the attorney and Kosciusko Country Planning Commission prior to filing. Peggi saved attorney fees by filing the HOA governing documents herself at the Kosciusko County Recorder's Office December 8<sup>th</sup>, 2022.

Christmas Committee Update: Carl Sowers gave a very special thanks to all the homeowners who helped with all Christmas activities this year.

Christmas parade: **Brandon & Tina Keaffaber, Teri and Jeremy Burk, Brad Keller, John & Sue Weber, Dave & Peggi Lee, Kyle & Jodi Graff, and the Leesburg Fire Department**

Putting up Christmas lights: **John & Sue Weber, Brad Keller, Terry & Briana Kessler, Rhonda Frazee, Carl & Laura Sowers, Chris Stinifer & Kids**

Taking down Christmas lights: **Terry & Brianna Kessler, John & Sue Weber**

Winners of the Christmas Lights contest: 1<sup>st</sup> Place: **Munoz Daniela Melendres & Miguel Melendres Munoz**, 4271 Basswood Dr., Prize: 2023 HOA Dues waived; 2<sup>nd</sup> Place: **Cameron & Courtney Tusing**, 2615 Lilly Ct., Prize: Half 2023 HOA Dues waived; 3<sup>rd</sup> Place: **Sean & Lauren Burke**, 2633 Sage Drive, Prize: \$25 Pizza Gift Card; Honorable Mention: **Mike & Ally Keller**, 4232 Basswood Drive.

Reminder that Board members and last year's winners are ineligible to win the contest. Carl Sowers requested funds to pay for additional decorations this year and presented price options from Hermans' Christmasland. Looking at options to replace existing non-LED lights for energy savings over the holiday as the electric bill triples with the extra lights. Motion was approved to reimburse ~\$60 worth of Christmas decorations purchased last year. Christmas Parade planned for second Saturday of December this year at 6:30pm (December 9<sup>th</sup>).

**New Business**

Event Planning Committee Update: Elizabeth Rodriguez presented on events planned for 2023.

- Easter: Planned for April 2<sup>nd</sup>. Looking for some different activity ideas this year. Elizabeth to post in Facebook group for volunteer host yard. Leppo's offered to use yard.
- Summer Games: Small activities regularly throughout the summer for the neighborhood kids to get to know one another (water balloon fights, contests, etc.).
- 4th of July: Still exploring options such as Golf Cart Parade, fireworks
- Summer Picnic/Cookout: Enjoyed the band from last year. Open to additional suggestions for a band this year.
- Halloween: Previously had a "Fall Party" but discontinued with A. Doty departure. Extra budget available with most lots now occupied. Considered also including with the quarterly Board Meeting.

Volunteer Interest Form: Debbie Condon presented the new form. Great to have the community involved and assistance for the Chairman.

Good Neighbor Recognition: Will be posted on the website as a way to tell a neighbor 'Thank You!' and recognize everything our neighbors do.

Front Sign Maintenance: Chris Stinifer, 4345 N Aspen had a previous agreement with Carl to maintain the Hawthorn sign perimeter in exchange for his HOA fees. We renewed this agreement. His dues invoice will be credited as maintenance. In addition to mowing, all receipts for fertilizer and weed killer will be reimbursed.

Treasurer's Report: Peggi Lee reported on current financial status and progress of dues being collected for 2023. Received notification that liability insurance premium was due. Same \$626.00 premium as last year for a million dollar liability coverage to cover items such as signs, lamp posts, and HOA sponsored events. HOA transitioned from non-profit designation to LLC. Checking account balance is \$5,694.39. Savings account balance is \$4,716.96. Total funds are \$10,411.34. There are 13 unpaid yearly HOA dues still outstanding. Second notices were sent on 02/15 and once all dues are received \$2,000 will be transferred to the HOA savings account.

Architectural Committee Report: James Sweeny introduced a new 'Architectural Application' for residents to submit proposed projects for approval. There was a homeowner request for a decorative black steel fence that was reviewed and approved. Sheet metal, wire, and chain link fences are still not allowed.

Compliance Committee: Introduced Tim Eshleman who will be chairman of the new Compliance Committee. The charter is still under development. Generally, most common violations of the CC&R revolve around small issues such as trash cans being visible during non-collection days, parking of vehicles, etc.

Neighborhood Website: Tim Eshleman and Debbie Condon gave a live demonstration of the new website. The website is still under development and undergoing its final tweaks before going live. Interactive and allows for submission of the newly introduced forms. Cost will be \$14.95 monthly for the web hosting fees and was created pro bono by Debbie Condon's niece. Will allow for storage of the various HOA documents. Future website management is still an open item. The Facebook group page will still be available for quick communication between neighbors.

Other Business: Brad Keller brought to the Boards attention that the temporary front neighborhood signs are over ten years old and are showing significant wear and tear. Carl Sowers brought to the Boards attention that the rock landscaping needs replenishment and bushes maintained. Activity was initially planned for last year. Rico's Landscaping in Warsaw was recommended. The Board agreed to a planned quarterly meeting schedule, with the option of additional impromptu meetings if needed for helping plan neighborhood events.

Debbie Condon adjourned the meeting at 8:05pm. Next meeting date to be announced.