

**MINUTES  
BOARD OF MANAGERS  
MERIDIAN LAKE PARK CORPORATION  
TUESDAY, MAY 16, 2023  
4:00 P.M.**

Present by Zoom: Scott Winn  
Hilary Kunz  
Sherri Twilleger  
Allie Cote  
Dustin Gaspari  
Joe Robinson, Toad Property Management  
Inside HOA – Cory Troxtell and Mike Scarpa  
Beth Appleton, legal counsel

The meeting was called to order at 4:04 p.m. and quorum was declared.

Sherri made a motion to approve the minutes of the April 18, 2023 meeting. Scott seconded the motion and it was unanimously approved.

Joe explained Inside HOA would make a presentation to demonstrate how communication and HOA information could be stored and easily accessible with their new software. Mike Scarpa explained approximately 18 months ago Inside HOA had created software to help HOAs manage information, keep compliant with changing State regulations and improve communication. Mike said Inside HOA information was currently available on a desktop but by the Summer there would be an App for iPhones and Android phones. The software would also be useful regarding short term rentals. Storing of documents and making it easier for owners to search for specific information would be significantly improved with the software. Messaging via the software would also keep all communications in one place and make those easily accessible.

Mike demonstrated the ease of using the Inside HOA software for communications within the HOA or for people and entities outside of the HOA community. How to search for specific information within HOA documents was also demonstrated. Tracking violations or short term rentals could also be easily available on the software. Owners would need to opt in/opt out for inclusion on any directory in an effort to preserve privacy rights.

Mike and Cory left the meeting.

Beth Appleton joined the meeting.

At 4:34 p.m. Scott made a motion to go into Executive Session to discuss matters with legal counsel. Dustin seconded the motion and it was unanimously approved.

At 5:04 p.m. Dustin made a motion to leave Executive Session. Hilary seconded the motion and it was unanimously approved.

Prior to the meeting Joe distributed a quarterly financial report and draft 2023/24 Budget. Joe said the draft Budget included a dues increase. Joe explained the management fee and legal expenses in the draft Budget had been increased. Joe said seven of the street signs had to be replaced. Placing the signs further back from the road or using stronger posts might reduce future street sign expenses. That work would add approximately \$12,000 to the Repair & Maintenance line item. Waste Management had increased garbage and recycling

collection costs considerably for 116 homes. Joe explained the draft Budget included a transfer of \$11,250 to the Reserve Fund.

Dustin requested that deposits for construction projects be shown separately on the financial reports and Joe and Dustin agreed to discuss after the meeting. Review fees for income and architectural review costs would remain on the report.

Joe explained it had been necessary during the year to take money from one of the Reserve accounts to meet operating expenses. Joe confirmed there had been a dues increase in 2022/2023 and expenses had continued to increase.

Joe said the draft Budget proposed dues for developed lots increasing to \$200 per quarter from \$167 per quarter and undeveloped lots would be \$100 per quarter from \$75 per quarter. Concern was expressed about a dues increase for a second year and property taxes had also increased for owners. Street signage was a large expense for 2023/2024 and for most years the repair and maintenance would be lower.

Joe said he would prepare documents for the annual meeting and a Budget approved by the Board would go with those documents. A letter could be included to explain the dues increase.

Joe explained the Inside HOA charge to MLPC would be \$5,300 for the first two years and then doubling in year three. The draft Budget did not include those Inside HOA charges. If it was decided during the year to go with Inside HOA Dustin suggested taking that money from Reserve funds. It was generally agreed the Inside HOA software would be useful in some circumstances but it would be a large expense for the Association. How useful and how much the owners would use the software was unknown.

Concern was expressed about annual increases. Joe agreed to research potential areas where costs could be reduced or what amount was required to avoid having increases for the following year.

Joe agreed to circulate an updated 2023/2024 Budget and confirm with Beth Appleton if a Budget could be approved via email.

Concern was expressed about the snowplows damaging the street signs next Winter after spending \$12,000 to replace them. Using rusted metal posts for the street signs was suggested and Joe said he could research the cost.

Joe said a request had been made for an exterior paint change and that request had been emailed to the Board. Joe explained Board members could respond through the AppFolio software portal and Joe would respond to the owner once sufficient Board members responded.

The next board meeting was scheduled for June 20, 2023.

Joe said he had not received a confirmation from the Wedding Garden for August 15, 2023 and would follow up with the Town. The information for the social event on August 15<sup>th</sup> would be sent to the owners with the annual meeting documents.

At 6:05 p.m. Scott made a motion to adjourn the meeting. Hilary seconded the motion and it was unanimously approved.