Perry Lake Estates Neighborhood Association Meeting Minutes

Date: June 13, 2026

Time: 8:00 AM - 8:38 AM

Board Members in attendance: Keith Nelson, Matt Tappy, Jeff Tappy, Curtis Metz, Allen Brouwer, Darcy Coney, Andy Barnes

1. **Call to Order**
    - Previous meeting minutes were approved via motion.

2. **Financial Report (Presented via a report from Curtis)**
    - ABC has until the 20th of the month to produce financials. May financials have not yet been received; they are running about one month behind.
    - Only April financials are currently available for approval.

    2.2 Current Financial Position (as of April 30, 2026)
    - Current cash position: Approximately $110,000.
    - A CD was increased to $100,000, which will appear on the May statements.
    - For April YTD: Financials show a loss of $35,747 because no income is reflected yet.
        - In reality, roughly $60,000 in dues had been collected as of April, so the association is effectively in the positive once income is posted.
    - Main budget variances (April):
        - Over budget: Insurance, Snow removal
        - Landscaping/lawn expenses are starting up with the season but not identified as a major issue.

    2.3 Dues, Late Fees, and Past-Due Process
    - Due date: Dues are due June 1.
    - Late fee process: There is typically a 30-day grace period before late fees are charged, either by state statute or past board practice
    - By July 1, the following should occur:
        - Identify delinquent owners. Issue past-due notices that include the late-fee penalty. Update the online payment portal so the default amount due reflects the new, higher amount with late fees.
    - Mailing considerations:
        - Discussion over whether there is a legal requirement to mail physical reminders.
        - Sandra (management) reportedly has ample postage and does not charge extra for mailing past-due notices.
    - The board's consensus: allow Sandra/ABC to handle mailing rather than incurring extra manual effort.

    2.4 Meeting Timing vs. Financial Availability

- Concern raised that if late/no-current financials become recurring, the board should move the regular meeting date. Current practice: meeting occurs before the management company's 20th-of-month deadline.
- Suggestion: move to end of month (e.g., fourth Saturday), when financials are more likely to be complete.
- Curtis to speak with Jessica at the management company. Ask if late delivery is going to be "the norm". Determine whether their process can be adjusted so financials arrive before the HOA meeting; otherwise, the board may reschedule its regular meeting.

2.5 Approval of April Financials

- Clarified that the board is approving April 30, 2026 financial statements.
- Motion: Approve April 30, 2026 financial statements.
- Motion carried – April financials approved.

3. Social (Darcy)

3.1 Kona Ice – Last Day of School Event

- The Kona Ice event on the last day of school was held successfully.
    - Noted that children from Falcon Creek came over and participated due to neighborhood friendships and shared play areas.
    - Recognize practical difficulty of distinguishing kids by neighborhood.
    - Consider ticketing, but that would add printing and admin cost.

3.3 Upcoming Fourth of July Bike Parade

- Darcy would like to have ice cream or similar treat: Usual ice cream truck vendor may be out of business.
- Considering fallback plan: buying ice cream sandwiches from Sam's Club and using coolers, though prior experiences show they melt quickly.

3.4 Fall Adult Social / Block Party

- Previous adult social (post-holiday) was very successful.
- Question: Is there budget to do another adult social in the fall? Current social budget: $3,150.
- Spent as of April: $832, plus Kona Ice (approx. $700, about half budgeted for that line item).
- Due to uncertainty about current financials (no May statements yet):
    - Recommendation: Do not commit to another standalone fall adult social until newer financials are available.
    - Suggestion: treat the September fall block party as the "fall adult social" for this year. Ideas floated: Possibly hiring a band or entertainment for the block party, but noted costs (e.g., ~$1,500) and need for power (generator, no nearby outlets).

3.5 Motion – Social Minutes

- Motion: Approve social committee minutes as presented.
- Result: Motion carried – Social minutes approved.

4. Architectural Committee Report (on behalf of Jeff)

4.1 Recent Approvals

- Jeff reports that, since the last meeting, several requests were received and all have been approved, including:

        - Fences
        - Patios (including concrete patio + fire pit)
        - Patio with gazebo
        - ADA ramp
        - Shed (with later concern raised)
        - Roof replacements
        - Exterior work (roofing and siding replacement)
        - Driveway extensions / added concrete pads

4.2 Verification and Compliance

- Concern about whether approved projects are verified after installation:
    - Especially sheds, where color and material must match the approved plans.
    - Some drive-bys and informal checks are done (an “architectural audit” of sorts).
    - It becomes very difficult to correct deviations after work is completed.
    - Emphasis that Applications should include plans, contracts, and color samples.
    - Homeowners should notify the board if there are any changes before work begins.
        - Example: home struck by lightning where discontinued materials forced a complete re-siding and re-roofing; approvals prioritized to address roof leaks.

4.3 Driveway and Concrete Concerns

- Increasing requests for additional driveway pours to accommodate more vehicles off-street. The Architectural Committee generally supports these as helpful for neighborhood parking.
- Some neighbors complained about a large concrete pour on Linville.
    - Management (Sandra) asked how to respond.
    - Response: if a three-car garage existed, the same amount of concrete would be normal; the addition is not inherently out-of-character.

4.4 Street Parking & Violations (Overlap with Maintenance/Rules)

- A resident asked how the HOA is handling chronic street-parking issues, including habitual parking near stop signs.
    - Vehicles repeatedly left on the street in specific areas (e.g., Worthington, Bristol Trail, and near a corner house that has already been visited by the county sheriff).
    - Management’s latest violation drive-through found no car violations, likely because drives occur at times when problem vehicles are not present.
- Proposed actions:
    - Provide management with a supplemental list of habitual offender addresses.
    - Consider blanketing Worthington (and perhaps Bristol Trail) with parking-violation warning letters.
    - Inform ABC that parking within 30 feet of a stop sign is illegal under Indiana law, and
    - Ask ABC to enforce this through its violation process.
        - Note: Some board members have already delivered letters by hand to affected addresses.

4.5 Motion – Architectural Minutes

- Motion: Approve architectural minutes / activity summary (with clarification that one shed approval is under further scrutiny).
- Result: Motion carried – Architectural minutes approved with noted exception/concern on the shed.

5. Maintenance Report (Presented by Matt)

5.1 Completed Work Since Last Meeting

- Trees & Landscaping:
    - Trees previously discussed were trimmed.
    - Dead arborvitae and other problematic trees were removed.
    - Suckers along the tree line on Coldwater Road have been removed.
    - A non-critical tree in a common area will be left for now to avoid extra spending (unsightly but not hazardous).

5.2 Muskrat Control at the Pond

- Muskrat infestation issue at the pond:
    - Thanks expressed to Andy for assistance and persistence.
- Multiple quotes were initially unclear (e.g., "$500 vs. $699" without detailed scopes).
- The board insisted on specific, comparable quotes.
- Final arrangement:
    - A fixed-fee contract at $699 to remove muskrats.
    - Traps remain in place for two additional weeks after the last catch:
    - If no further muskrats are trapped, the infestation is considered resolved.
    - Any future infestation would require a new $699 contract.
- Board's direction to Sandra/management:
    - Future quotes must include: Scope of work, What's included/excluded, Pricing structure (not just a single dollar figure)
    - The board will not approve open-ended or poorly-defined contracts.

5.3 ADA Curb Ramps and Sprinkler Issues

- ADA curb ramp installation is underway throughout the neighborhood. Contractor: Bomac.
- Despite multiple notices (mailbox letters, email blasts, Facebook posts), many residents did not mark sprinkler heads or invisible fences.
- Result: in the first few excavations, the crew hit two sprinklers and one invisible fence.
- Communication with the contractor and highway department:
    - The letter from Ted Vaught (Highway Department) states that Sprinkler heads in the public right-of-way are not the city/county's responsibility.
    - Residents were instructed to mark them and accept liability.
    - Matt instructs that if residents complain, direct them to Ted Vaught, as stated in the official letter.
- Positive feedback:
    - Matt feels Bomac is doing a very good job with the ADA ramps overall.

6. Property Line dispute

Property Line / Easement Clarifications

- A property line dispute concerning who is responsible for mowing or maintaining a strip of grass.
- Clarified that the area is within the homeowner's property line, not an HOA easement.
- Plan:

- Have Sandra send a letter that includes a satellite image or survey clip to clarify where the true property line lies.
- The homeowner's responsibility for maintenance.

Action Items:

Curtis (Treasurer)

- Confirm Late Fees & Past-Due Process and confirm online portal reflects fees.
- Financial Timeliness - Speak with Jessica at ABC.
- May Financials - Obtain May financial statements when available and email them to the board and bring to the next meeting for review/approval.

Darcy (Social)

- Secure Fourth of July Ice Cream / Vendor
- Develop Fall Adult Social / Block Party Plan

Jeff (Architectural)

- Ensure homeowners are explicitly asked to notify the board of any changes to approved plans before construction starts.
    - Update architectural guidelines and/or approval letters to emphasize this.

Keith (President)

- Instruct Sandra that all future vendor quotes must include detailed scope and pricing so the board can make informed decisions.
- Property Line Communication
- Have Sandra prepare a clarifying letter (with map/satellite image) to the homeowner involved in the property line/grass maintenance dispute.

Adjourned: 8:38 AM

Next Meeting: July 25, 2026

Respectfully submitted,

Andy Barnes