

ACNA PRESENTATION

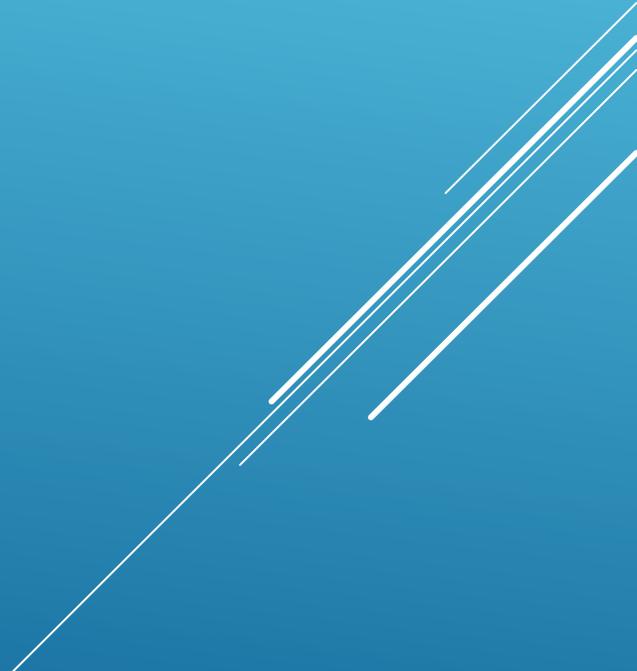
- Board Meeting Minutes
- Composing Newsletters
- July 26, 2018
- Rob Green – President; Hidden Oaks Place

OVERVIEW

Communication between Board and residents is extremely important

- Meeting Minutes
- Newsletters

MEETING MINUTES

- ▶ Very important to keep accurate meeting minutes
 - ▶ Legal ramifications / records
 - ▶ Must provide to residents upon request
 - ▶ Document what occurs at meeting only – not everything that is said.
 - ▶ By Laws should spell out specifics and format for minutes
- 
- A decorative graphic consisting of several parallel white lines of varying lengths and orientations, located in the bottom right corner of the slide.

BY-LAWS
HIDDEN OAKS PLACE ASSOCIATION
Adopted By The Board Of Directors February 7, 2002

ARTICLE I

DEFINITIONS

Section 1 – Name.

The name of the association shall be Hidden Oaks Place Community Association, Inc. (hereinafter referred to as the “association”).

Section 2 – Seal.

The directors, having determined that a corporate seal is no longer necessary in the State of Indiana, the same have elected to not employ such a seal at this time.

Section 3 – Fiscal Year.

The fiscal year of the association shall begin at the beginning of the 1st day of January and end at the close of the last day of December next succeeding.

ARTICLE II

MEMBERSHIP AND VOTING RIGHTS

Section 1 – Membership.

Every owner of a lot in Hidden Oaks Place, a subdivision in Perry Township, Allen County, Indiana, shall be a member of the association. Membership shall be appurtenant to and may not be separated from ownership of any lot which is subject to assessment.

Section 2 – Voting Membership.

The association shall have two classes of voting membership:

Class A. Class A members shall be entitled to one (1) vote for each lot owned. When more than one person holds an interest in any lot, all such persons shall be members. The vote for such lot shall be exercised as they among themselves determine, but in no event shall more than one (1) vote be cast with respect to any one lot.

Class B. Class B member(s) shall be Maggos Northwest Development, Inc. and shall be entitled to three (3) votes for each lot owned. The Class B membership shall cease and be converted to Class A membership on the happening of either of the following events, whichever occurs earlier: (a) when title to all lots in all sections has been conveyed, or (b) on December 31, 2005.

ARTICLE III

MEETINGS OF MEMBERSHIP

Section 1 – Place of Meeting.

Any or all meetings of membership of the association shall be held at such place, within or without the State of Indiana, as may be specified in the respective notices or waivers of notice thereof, or proxies to represent membership thereat.

Section 2 – Annual Meeting.

The annual meeting of the membership for the election of Directors, and for the transaction of such other business as may properly come before the meeting, shall be held at 7:00 p.m. on the first Thursday of January of each year, if such day is not a legal holiday, and if a holiday then on the first following day that is not a legal holiday. If for any reason the annual meeting of the membership shall not be held at the time and place herein provided, the same may be held at any time thereafter, or the business to be transacted at such annual meeting may be transacted at any special meeting called for that purpose.

Section 3 – Special Meetings.

Special meetings of the membership may be called by the president, by a majority of the Board of Directors, or by written petition signed by not less than one-tenth (1/10) of all members authorized to vote.

Section 4 – Notice of Meetings.

A written or printed notice, stating the place, day and hour of the meeting, and in case of a special meeting the purpose or purposes for which the meeting is called, shall be delivered or mailed by the secretary or by the officers or persons calling the meeting, to each member of record of the association at the time entitled to vote, at such address as appears upon the records of the association, at least ten (10) days before the date of the meeting. Notice of any such meeting may be waived in writing by any member if the waiver sets forth in reasonable detail the purpose or purposes for which the meeting is called, and the time and place thereof. Attendance at any meeting, in person or by proxy shall constitute a waiver of notice of such meeting.

Section 5 – Voting at Meetings.

Except as otherwise provided by law or by the provisions of the Articles of Incorporation, every member of the association shall have the right at all meetings of the membership of the association to one vote for each lot owned.

Section 6 – Proxies.

A members may vote, either in person or by proxy executed in writing by the member, or a duly authorized attorney-in-fact. No proxy shall be valid after eleven (11) months from the date of its execution, unless a longer time is expressly provided therein.

Section 7 – Quorum.

Unless otherwise provided by the Articles of Incorporation, at any meeting of the membership, a majority of persons qualified to vote as members, represented in person or by proxy, shall constitute a quorum.

Section 8 – Organization.

The president, and in his absence, the vice-president, and in their absence, any member chosen by the membership present, shall call meetings of the membership to order and shall act as chairman of such meetings, and the secretary of the association shall act as secretary of all meetings of the membership. In the absence of the secretary the presiding officer may appoint a member to act as secretary of the meeting.

ARTICLE IV

BOARD OF DIRECTORS

Section 1 – Board of Directors.

The Board of Directors shall consist of three (3) to nine (9) members, who shall be elected annually by a majority of the members of the association who attend the annual meeting. Such Directors shall hold office until the next

annual meeting of the membership and until their successors are elected and qualified. A majority of the Directors must be citizens of the United States.

Section 2 – Duties.

The corporate power of this association shall be vested in the Board of Directors, who shall have the management and control of the business of the association. They shall employ such agents and servants as they may deem advisable, and fix the rate of compensation of all agents, employees and officers.

Section 3 – Resignation.

A Director may resign at any time by filing his written resignation with the secretary.

Section 4 – Removal.

Any Director may be removed for cause at any time at any regular meeting or at such a special meeting of the membership of the association called for such purpose, by the affirmative vote of a majority of the membership.

Section 5 – Vacancies.

In case of any vacancy in the Board of Directors through death, resignation, removal or other cause, the remaining Directors by the affirmative vote of a majority thereof may elect a successor to fill such vacancy until the next annual meeting and until his successor is elected and qualified. A majority of the entire Board of Directors shall be necessary to constitute a quorum. However, when filling vacancies, a majority of the existing directors shall be required for a quorum.

Section 6 – Annual Meetings.

The Board of Directors shall meet each year immediately after the annual meeting of the membership, at the place where such meeting of the membership has been held, for the purpose of organization, election of officers, and consideration of any other business that may be brought before the meeting. No notice shall be necessary for the holding of this annual meeting. If such meeting is not held as above provided, the election of officers may be held at any subsequent meeting of the Board specifically called in the manner provided in Article IV, Section 7 of these By-Laws.

Section 7 – Other Meetings.

Other meetings of the Board of Directors may be held upon the call of the president, or of two or more members of the Board of Directors, at any place within or without the State of Indiana, upon forty-eight hours' notice, specifying the time, place and general purpose of the meeting, given to each Director, either personally, by mailing, or by telegram. At any meeting at which all Directors are present, notice of the time, place and purpose thereof shall be deemed waived; and similar notice may likewise be waived by absent Directors, either by written instrument or by telegram.

Section 8 – Quorum.

At any meeting of the Board of Directors, the presence of a majority of the members of the Board then qualified and acting shall constitute a quorum for the transaction of any business except the filling of vacancies in the Board of Directors.

Section 9 – Organization.

The president and in his absence the vice-president and in their absence any Director chosen by the Directors present, shall call meetings of the Board of Directors to order, and shall act as chairman of such meetings. The secretary of the association shall act as secretary of the Board of Directors, but in the absence of the secretary the presiding officer may appoint any Director to act as secretary of the meeting.

Section 10 – Order of Business.

The order of business at all meetings of the Board of Directors shall be as follows:

- (1) Roll call,
- (2) Reading of the Minutes of the preceding meeting and action thereon,
- (3) Reports of officers,
- (4) Reports of committees,
- (5) Unfinished business,
- (6) Miscellaneous business,
- (7) New business.

A summary of the minutes from each monthly meeting will be published to each owner along with a report from the Treasurer.

ARTICLE V

OFFICERS OF THE CORPORATION

Section 1 – Officers.

The officers of the association shall consist of a president and an acting secretary. It may also have one or more vice-presidents. Any two or more offices may be held by the same person, except the office of president and acting secretary. The Board of Directors by resolution may create and define the duties of other offices in the association, and may elect or appoint person to fill such offices.

Section 2 – Vacancies.

Whenever any vacancies shall occur in any office by death, resignation, increase in the number of offices of the association, or otherwise, the same shall be filled by the Board of Directors, and the officer so elected shall hold office until his successor is chosen and qualified.

Section 3 – President.

The president shall preside at all meetings of membership and Directors, discharge all the duties which devolve upon a presiding officer, and perform such other duties as this code of By-Laws provides, or the Board of Directors may prescribe.

The president shall have full authority to execute proxies in behalf of the association and to execute powers of attorney appointing other associations, partnerships, or individuals the agent of the association, all subject to the provisions of the Indiana Business Corporation Law, the Articles of Incorporation and this code of By-Laws.

Section 4 – Vice-President.

The vice-president shall perform all duties incumbent upon the president during the absence or disability of the president, and perform such other duties as this code of By-Laws may require or the Board of Directors may prescribe.

Section 5 – Secretary.

The secretary shall have the custody and care of the records, minutes and stock books of the association. He shall attend all meetings of the membership and of the Board of Directors, and shall keep, or cause to be kept in a book provided for the purpose, a true and complete record of the proceedings of such meetings, and shall perform a like duty for all standing committees appointed by the Board of Directors, when required. He shall attend to the giving

and serving of all notices of the association, shall file and take charge of all papers and documents belonging to the association and shall perform such other duties as this code of By-Laws may require or the Board of Directors may prescribe.

Section 6 – Treasurer.

The treasurer shall keep correct and complete records of account, showing accurately at all times, the financial condition of the association. He shall be the legal custodian of all monies, notes, securities and other valuables which may from time to time come into the possession of the association. He shall immediately deposit all funds of the association coming into his hands in some reliable bank or other depository to be designated by the Board of Directors, and shall keep such bank account in the name of the association. He shall furnish at meetings of the Board of Directors, or whenever requested, a statement of the financial condition of the association, and shall perform such other duties as this code of By-Laws may require or the Board of Directors may prescribe. The treasurer may be required to furnish bond in such amount as shall be determined by the Board of Directors. As sound business practice, the Board of Directors may elect to have an annual audit performed.

Section 7 – Delegation of Authority.

In case of the absence of any officer of the association, or for any other reason that the Board of Directors may deem sufficient, the Board of Directors may delegate the powers or duties of such officer to any other officer or to any Director, for the time being, provided a majority of the entire Board of Directors concurs therein.

Section 8 – Execution of Documents.

Unless otherwise provided by the Board of Directors, all contracts, leases, commercial paper and other instruments in writing and legal documents, shall be signed by the president. All bonds, deeds and mortgages shall be signed by the president.

All checks, drafts, notes and orders for the payment of money shall be signed by the president or treasurer or such other persons as the Directors may from time to time designate.

Section 9 – Loans to Officers.

No loan of money or property or any advance on account of services to be performed in the future shall be made to any officer or Director of the association.

ARTICLE VI

CORPORATE BOOKS

Section 1 – Place of Keeping, In General.

Except as otherwise provided by the laws of the State of Indiana, by the Articles of Incorporation of the association or by these By-Laws, the books and records of the association may be kept at such place or places, within or without the State of Indiana, as the Board of Directors may from time to time by resolution determine.

ARTICLE VII

AMENDMENTS

Section 1 – Amendments.

By-Laws may be adopted, amended or repealed at any meeting of the Board of Directors by the vote of a majority thereof.

Hidden Oaks Place Association, Meeting Minutes

May 3, 2018

Attendance: Board: Rob Green, Mike Taritas. Residents: Ken Eubank, Bonnie Trahin, Marcia Schamberg, Matt Montel, Frank Gentry, Jennifer Tweedy, Roberta Taritas, Mary Ellen Guisinger. Guest: Melissa Rinehart

- I. **Review of Minutes:** Review and approve minutes from March 1, 2018 meeting.
- II. **Treasurer's Report:** The report was reviewed and read. Savings Account: \$606.49; Checking Account: \$6338.78; Money Market Account: \$13,170.24. Total assets - \$20,115.51. Reviewed paid bills for 2018. Pond Champs paid in full = 5% discount received. Sixteen residents with 2018 dues left to be paid and five residents with multi-year totals. Mike to send 2nd notices out. Plan getting lawyer involved in multi-year residents after September meeting.
- III. **Architectural Committee Report:** None
- IV. **Social Committee Report:** No attendees at meeting – possible summer / fall party?
- V. **Maintenance Committee Report:** Thanks to those who helped on cleanup of commons. Rob announced 2nd commons clean up day to be held on May 19th. Will have posted on FaceBook page. Help needed to make it go quickly. Need to finish clearing out trees and downed wood and clean out the burn pile. Discussed downed limbs at east corner of the property along Gump. Not sure who dumped them there. Matt will look at and coordinate a cleanup, with helpers.
- VI. **Unfinished Business:** Lot #48 still empty. Thanks to Ken for mowing grass all last summer – Ken will mow again this year. Mike proposed issuing Ken payment for the gas he has used while cutting. Ken to submit amount he feels is fair. Rob 2nd payment. Dead trees on Gump – back burner for now.
- VII. **New Business:** Entrance sign: Frank discussed proposal and location. Passed out copy of what is proposed. Rob questioned location – would like it further east of spot marked. Group reviewed and commented – all were in favor of proposal. Voted yes from Board members. Frank to meet with Custom Signs, final location and issue down-payment. Justin and his father have agreed to do the electric. Once done, will see what kind of landscaping can be done. Cost for sign \$6796.46. Discussed Lawns Plus for 2018. Mike to reach out to them for costs, weeds, other issues at front. Rob to address with Huntertown center island and area by swale. Is the Gump project done or not?

- I. **Open:** Resident asked about: Fire pit in commons – large logs will be removed as part of next clean up – were never intended to be left long term. Drainage issue with some new landscaping in commons. Will have to investigate – unaware of what issue is. Discussed Hometown trash days – May 9-10. Asked about lawn in commons – will address after cleanup is done – will have more trucks back there so it will get torn up again. Request for informational sign at entrance in center island. Rob said it was a good idea – who is going to be in charge of content? Rob – it won't be Rob. Will pass idea on to rest of board and if another member or resident wants to take it on, we can discuss further. Melissa - Election day is May 8th – get out and vote.

Next Meeting: September 6th at 7:00pm in Town Hall.

**Hidden Oaks Place Association
Meeting Minutes**

January 4, 2018

Attendance: Rob Green, Mike Taritas, Rich Andrews, Ken Eubanks, Justin Neal, Matt Montel, Frank Gentry, and Melissa Rinehart

Review of Minutes: Minutes from November 2, 2017 were approved as read.

Treasurer's Report: Read and reviewed. Checking Account: \$1,937.12; Savings Account: \$606.38; Money Market Account: \$13,165.87; Total: \$15,709.37. Association's expenses were reviewed.

Architectural Committee Report: None

Social Committee/Media Report: None

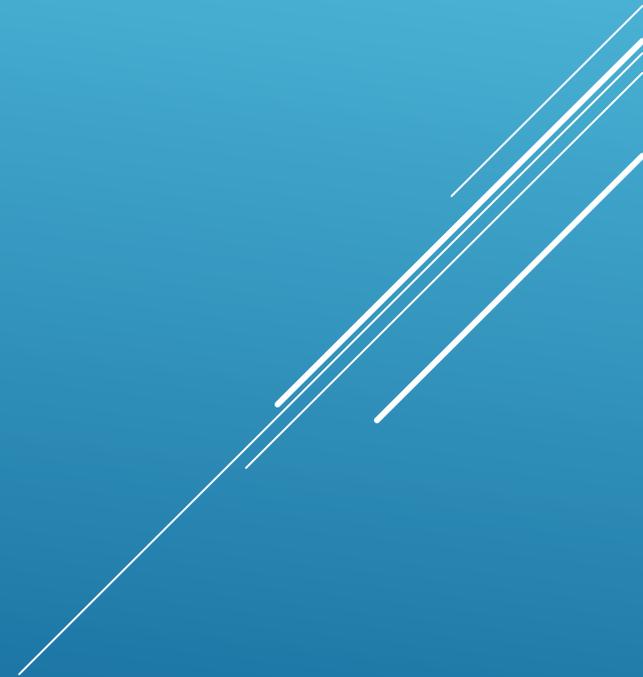
Maintenance Committee Report:

Unfinished Business: Lot #48 (none)

New Business: Gump Rd. project; is close to being completed. A 3 man-hole covers are too low, 2 on side-walk needs to be fixed as well. It is scheduled for completion in Spring of 2018. Entrance sign committee Justin Neal and Frank Gentry agreed to collect information and quotes for a new sign at the entrance. They will report to the board at the next meeting. Rob Green will address the council in Huntertown. Dead trees; there are 2 dead trees on Gump Rd. We will need to do the work to fix the trees, we also discussed removing them. 2008 dues; the council voted to approve a 9\$ increase in dues. The new association dues are 133\$. Council election 2018; all current officers of the board agreed to stay on for the coming year. Frank Gentry agreed to serve on the architectural committee and Matt Montel volunteered to be on the maintenance committee. Ken Eubanks wants to help with the pond maintenance.

Next Meeting: 2018; March 1; May 3; September 6; November 1

ASSOCIATION NEWSLETTERS



NEWSLETTERS

- Make newsletters interesting
- What is going on in and around sub
- Post financial records
- Money makers? Ads?
- Frequency?
- FaceBook / online / US mail

Hidden Oaks Newsletter

CONTACT US AT:
HIDDENOAKSPLACE@YAHOO.COM

ASSOCIATION ACCOUNT BALANCES

- Account Balances as of 3-2-2017
- \$5530.35 Checking
- \$606.13 Account #1 (Savings)
- \$13,154.94 Account #2 (New sign)
- Total - \$19291.42

ASSOCIATION MEETING:

The next Board Meeting is scheduled for **Thursday, May 4th** at 7:00 p.m. at the Town Hall.

2017 meeting dates:
9-7; 11-2

Thanks to the 2017 Board and Committee members for volunteering!

Gump Road Widening Update

The widening project on Gump Road has obviously restarted. Traffic will be maintained in the eastbound lanes for the next few months. Please maintain the posted 35mph speed limit—the road is very narrow at this point.

We are still awaiting word on what the final outcome of the new entrance will look like. Once we know for sure what that is, we will begin the process of replacing the tired, old sign and will work on new landscaping around the entrance.

Very soon will be time to get involved in the decisions on the entrance. Any resident willing to assist with this should contact a Board member. We will do our best to accommodate everyone's opinion on the entrance but the final decisions will be left up to the Board members.

2017 Dues

Thank you to all who have paid the annual dues to date. At this time, we still have about 18 residents left to pay. Dues are now past-due and late fees will be assessed. 2nd notices will be going out. Please, if you have not paid your dues yet, send in a check!!! Thanks!

Upcoming Events

- **Huntertown Garage sale—May 4,5,6 (Sign will be posted at entrance)**
- **Community Trash Day—Saturday May 13th**

Association FaceBook Page

Hidden Oaks has a FaceBook page. To join the group, search "Hidden Oaks Association Page" from the FaceBook app. Ask to join and Justin will accept your invite. There are over 40 residents on this page already. Please ask to join today! The site has been very popular and is the best method at this time to remain up-to-date with happenings in and around the Association.

Spring 2017

2017 Board of Directors

Rob Green, President	348-1174
Dean Drews Vice President	637-6319
Rich Andrews, Secretary	637-6309
Mike Taritas, Treasurer	438-0038
Bill Howard	338-1214
Open	
Open	

2017 Committee Members

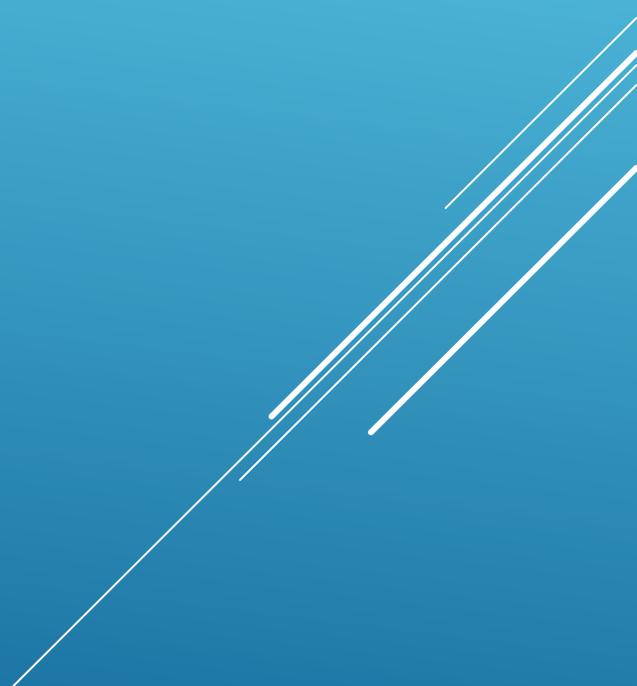
Dean Drews, Architectural Chair	637-6319
Frank Gentry	442-2313
ARCHITECTURAL	OPEN
MAINTENANCE CHAIR—JUSTIN NEAL	710-3422
Rob Green, Maintenance	348-1174
MAINTENANCE	
SOCIAL MEDIA	
Justin Neal	710-3422
SOCIAL	OPEN

Support you neighbors—see page #2 ads!!!





Hidden Oaks Newsletter Spring 2017.pdf



Hidden Oaks Newsletter

CONTACT US AT:
HIDDENOAKSPLACE@YAHOO.COM

ASSOCIATION ACCOUNT BALANCES

- Account Balances as of 12-26-2017
- \$1937.12 Checking
- \$606.38 Account #1 (Savings)
- \$13,165.87 Account #2 (New sign)
- Total - \$15709.37

ASSOCIATION MEETING

The next Board Meeting is scheduled for Thursday, January 4th at 7:00 p.m. at the Town Hall.

This is the Annual Meeting where election of officers will take place. All encouraged to attend.

2018 dues and budget and entrance sign discussions will be held.

Gump Rd—Entrance Sign

After what seems like an eternity, the road work on Gump Rd is nearly complete. There will be some final clean up work done next spring. The low man-hole covers down by Dunton Rd and in the new sidewalk are to be addressed per Town Council direction.

For Hidden Oak residents, this means we need to address the new entrance sign and landscaping. As you can see from the account balances at the top of this newsletter, we have money set aside for this work. But we do not have any extra—whatever we can afford with this money is all that we can purchase.

The Board will have the final say on what we put in but we are open to any and all suggestions. Initial discussions will take place at the January meeting.

Association Dues

For 2017 dues collections, we still have six residents who have not paid their dues. Several residents owe multiple years. After 2018 invoices are sent out, those with multi-years outstanding risk being sent to collections. At the end of 2017, we still have over \$1200 outstanding dues to collect. Outstanding dues are unfair to the rest of the association. If you owe dues, please remit or contact a Board member to discuss payment.

Help the Association!

How can you help the Association? There are many ways: Volunteer to be a Board member or work on a committee. Help with the entrance sign project. Work with the social committee on the 2nd annual block party. Help the maintenance committee with commons clean up and work around the trees at the front of the sub. The majority of the work done in our Association is on a voluntary basis—and we need YOUR help!!! Please consider helping out!!!

Association FaceBook Page

Hidden Oaks has a FaceBook page. To join the group, search "Hidden Oaks Association Page" from the FaceBook app. Ask to join and Justin will accept your invite. There are approximately 70 residents on this page already. Please ask to join today! The site has been very popular and is the best method at this time to remain up-to-date with happenings in and around the Association.

December 2017

2017 Board of Directors

Rob Green, President	348-1174
Dean Drews, Vice President	637-6319
Rich Andrews, Secretary	637-6309
Mike Tartas, Treasurer	438-0038
Bill Howard	338-1214
Open	
Open	

2017 Committee Members

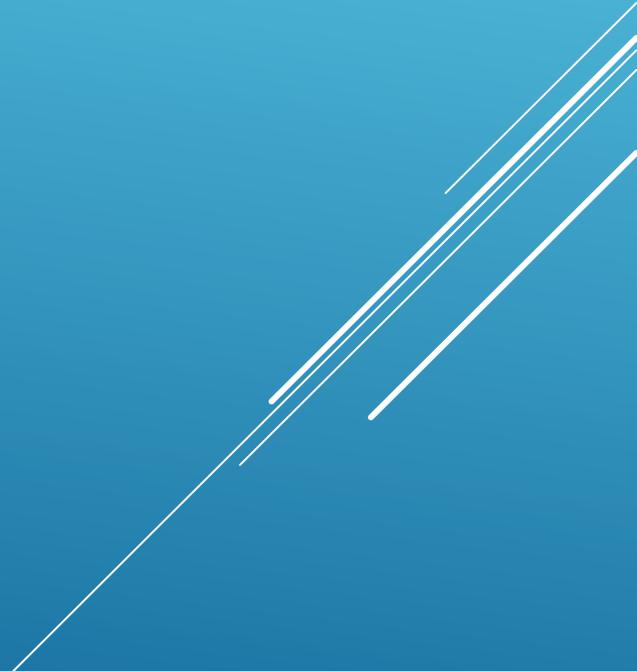
Dean Drews, Architectural	637-6319
Frank Gantry, Architectural	442-2313
Architectural	Open
Maintenance chair—Justin Neal	710-3422
Rob Green, Maintenance	348-1174
Maintenance	Open
SOCIAL Media	
Justin Neal	710-3422
SOCIAL	Open

Merry Christmas and a Happy New Year to all!!





Hidden Oaks Newsletter December 2017.pdf



QUESTIONS?

- ▶ Rob Green
- ▶ rgreen18@frontier.com