

## WARD PARKWAY HOMES ASSOCIATION BOARD MEETING MINUTES

May 5, 2020

Held via G-Suite conference call\*

**Board members present:** President Nancy Bader, Vice President Richard Murray, Treasurer Gaye Tillotson, Secretary Amanda Rhodes, Jim Anderson, Alison Baker, Maureen Hardy, B. Michael McFarland

**Board members absent:** none

**Other attendees:** Linetta Thurman, Alex DeMasi

Meeting was called to order at 7:00 pm by President Nancy Bader. A quorum was present.

**Guest Introductions:** none

Minutes from the April 7, 2020 WPHA Board meeting were reviewed. Treasurer Gaye Tillotson noted that the date of the minutes required revision. Bader moved to approve the minutes subject to revision and Vice President Richard Murray seconded. The April 7, 2020 minutes were unanimously approved.

Tillotson reported on financials, which were provided to the Board via email prior to the meeting. Member dues paid to date are \$9,436.94 (266 homes) and Security Patrol dues paid to date are \$11,760.00 (196 homes). Total income over expenses for Fiscal Year 2019-2020 currently stands at \$5,586.30.

Tillotson noted that there were 21 Platinum memberships in response to the Mid-Year Membership Drive and that she received another Platinum membership for \$90 using the form for the special ran in the fall. She accepted the form and \$90 payment.

Bader noted that she considered the Mid-Year Membership Drive a success and inquired as to others' thoughts on a drive for next year. Alison Baker expressed concern that residents will begin to expect a discount in the spring and wait to pay a reduced price instead of paying full price in the fall. Tillotson stated that she had two homes submit memberships that had paid full price in the fall; she refunded those homes. Bader noted the concern that consistently having a Mid-Year Membership Drive may entice residents to join halfway through the fiscal year and the issues raised by the drive. She proposed that the Board re-examine the Mid-Year Membership Drive next year.

Jim Anderson then reported on Security Committee activity. Anderson will provide an article regarding security for the June newsletter. Anderson noted that he cannot distribute welcome kits and discuss Security Patrol with residents given the city stay-at-home order but will resume as soon as it is safe and permitted.

Linetta Thurman noted that she and Anderson attended the Community Policing Action Cooperative ("CPAC") meeting by phone. She stated that CPAC appears intent to hold monthly meetings by phone. Thurman will follow-up with CPAC regarding the meeting minutes.

Anderson stated that crime has not increased during the city stay-at-home order, and in fact it appears that crime has decreased a bit. Thurman concurred that crime is generally lower and noted that she has emailed regarding a couple incidents in the area. One perpetrator has been identified but not yet arrested and the other perpetrator has not yet been identified.

Maureen Hardy noted that there had been suspicious activity at 7420 Washington Street, which is an abandoned house currently being prepared for sale. Hardy stated that someone tried to enter the property but was unsuccessful. It is not clear whether police were called regarding this incident.

Next, Murray reported on Membership Committee activity. There has been no distribution of the welcome kit pursuant to the city stay-at-home order. Once distribution resumes, Board members will begin with distribution to the newest residents and then work backwards. Bader inquired as whether the number of kits is adequate for the number of new residents. After discussion, it was determined there are approximately 30 complete kits. Bader noted that once distribution resumes, the Membership Committee can examine whether supplies need to be re-ordered. Murray noted that the WPHA will only need to re-order glasses, as there is a greater supply of the other items. Baker inquired as to the delivery time on glasses. Murray responded that it will take approximately two weeks to have the glasses delivered since the WPHA has a relationship with the supplier.

Next, Bader reported on Beautification Committee activity. As noted at the April meeting, the recent water main replacement project resulted in damage to the WPHA marker at 75<sup>th</sup> Street and Belleview/Madison. Bader stated that Natalie from the Waldo Area Business Association (“WABA”) has been a big help in getting this matter resolved. Natalie reached out to the project’s contractor, who has agreed to fix the marker grass that was damaged by pipes and equipment. Bader noted that there is a divot in the ground, possibly from a truck, and she is hopeful that will also be fixed. She further noted that she has not checked the marker and whether there has been any progress. However, she is hopeful that the marker will come out looking better than before.

B. Michael McFarland then reported on Communications Committee activity, which was provided to the Board via email prior to the meeting. He noted that the May newsletter is now almost at a 45% open rate. McFarland stated that the next big project for the Communications Committee is a flyer for the Fourth of July event, assuming the event happens. Baker inquired as to whether there will be a mascot at Fourth of July. McFarland responded that the event specifics are up to the organizers, but the Communications Committee will publicize whatever is necessary. Anderson and Bader both complimented McFarland on the look and content of the monthly WPHA newsletter.

Next, Bader requested updates on upcoming events. Murray noted that all events will be predicated on city guidance, which will be announced next week. With respect to the Hawaiian Ice Truck, Murray anticipates the event will be able to happen as scheduled. Given the nature of the event, the WPHA should easily be able to comply with social distancing requirements and the company should be able to adhere to any sanitary requirements. However, Murray will wait on the city to provide specific guidance to confirm the requirements.

Murray stated that preliminary work has started for the Fourth of July event. Specifically, Tillotson has begun exploring the necessary insurance and permits. Murray noted that the Fourth of July event will be very dependent on city guidance, including size of gathering limitations. Murray stated that he is definitely interested in doing something for our residents but cannot commit to what the event will look like until the parameters are known. Baker inquired as to whether Murray needed her to gather signatures from neighbors to close the block around Hale Cook. Murray noted that, as of now, signatures are not required to close the block (per the special Covid-19 street closure rules from the city). However, Murray will follow-up with Baker next week once the city releases guidance.

Bader inquired as to which Board members will be in town for the Fourth of July event. Baker responded that she will not be in town. Tillotson noted that it is doubtful she will be in town for the event. Hardy and Secretary Amanda Rhodes stated that they are maybes. All other members expressed that they will be in town.

Thurman inquired as to whether she needs to explore acquiring the cones, etc. Murray stated that he will follow-up after the city releases guidance. Thurman and Tillotson both noted that this process usually takes time as the WPHA has to provide insurance certification.

Bader noted that it will be interesting to see what the city determines street closure rules will be during the summer, since they are now relaxed in conjunction with the stay-at-home order. Murray stated the city will likely put an end date on the relaxed street closure rules, given that it is currently free to close a street, but he will confirm once guidance is released.

Bader reminded the Board that the Hawaiian Ice Truck event in June will be the next WPHA event. Murray further reminded the Board that the June 11<sup>th</sup> Thirsty Thursday event is canceled. Hardy inquired as to whether the WPHA Garage Sale has been canceled. Bader responded that per the April minutes the event was canceled.

### New Business

Murray noted that several Board members now have WPHA email addresses. He requested that all members please direct correspondence to his WPHA email address. Bader stated that she intends that those members with WPHA email addresses use them for WPHA business. She directed Board members to please send correspondence to the new WPHA email addresses and noted that this will help with the congregation of information. If you do not receive a response to an email, please follow-up with the Board member via text.

Murray wished Bader an early happy birthday.

Baker noted that the May newsletter still has the WPHA Garage Sale listed on the calendar at the bottom of the email. Bader noted that it is unlikely that anyone will be garage selling or buying that weekend. McFarland stated that he will send out a notification to residents that the WPHA Garage Sale weekend is cancelled due to the Covid-19 pandemic.

Next, Bader inquired as to whether the Board would prefer the June meeting be held via conference call or in-person at WABA. Bader noted that she is leaning towards a

conference call. Several members expressed preference for a conference call. Bader stated that the Board should plan on the June meeting being held via conference call. Murray will set-up the conference call. He further stated that if the Board wants to have an in-person meeting in July it can be held at Keystone United Methodist Church, which has more space than WABA and will allow for social distancing amongst members.

Meeting adjourned at 7:32 pm.

*Minutes submitted by Amanda Rhodes.*

**\* This meeting was held via G-Suite conference call pursuant to the [Covid-19 stay-at-home order](#) issued by Mayor Quinton Lucas on March 21, 2020.**