

**Williamsbrook Condominiums HOA Annual Board Meeting  
for June 25, 2024**

The June 25, 2024, Board Meeting was called to order at 6:10 p.m. by HOA President Debra McDaniel which was held at the Central Resource Library (conference Room 1), 9875 West 87<sup>th</sup> Street, Overland Park, Kansas.

**Board Members in Attendance:**

Debra McDaniel President  
Sandra Campos, Vice President  
Adrienne Foster, Secretary

**Board Members Not in Attendance:**

Amy Martin, Treasurer  
Israel Mendez, At Large Member

**Centennial Management Representatives in Attendance:**

Lisa Allison, Community Manager

**Homeowner's Forum:** No homeowner's present other than those Board members listed above.

**Approval of February 2024 Minutes:** Foster went through the February 2024 minutes wherein some minor changes were pointed out by Campos. Motion to approve the February minutes made by Campos seconded by Foster. The motion was unanimously approved.

**Reports:**

The President Report was provided by McDaniel who reported on the following:

- 75<sup>th</sup> & Nall Roadway Improvements – Debra reported that she spoke with the City of Overland Park contractor who confirmed that there was no need to close our Nall exit from our parking lot. The project will not be complete until October wherein they will lay new pavement and lay a new apron for our Nall entrance.
- Homeowner's Guide Update – currently on our website, an old version of the Homeowner's Responsibilities needs to be replaced. At our next board meeting we need to adopt a rule that addresses PODS and to allow 3 visitors per household to come to the pool. Once that is completed, Foster will update the website.
- Homeowner's Guide from 2022 Board – At our next board meeting, we need to go over any other suggested changes.
- HOA Increases to Reserve Funds to Replace \$100,000 – spreadsheet presentation was made by McDaniel – no action was taken.

Financial Report was provided by Treasurer, Amy Martin

- Campos had a few questions regarding the Cash Disbursements
  - Check #300020 made payable to Every in the amount of \$163.88 and lists out 3 properties (#7424, #7468 & #7456). These charges are for the lights around the pool. Lisa will create a note on the financials for transparency purposes.
  - Check #10030 made payable to Blue Beetle – can we have them add black boxes at the trash dumpsters to catch rats. Lisa will check into
  - Check #10034 made payable to Seal of Approval in the amount of \$355 – these are for Jim Seals work orders
- Homeowner Aging Report Excluding Prepaid – an HOA late fee is not to be charged until the 16<sup>th</sup> of each month if payment not received. Lisa will get their accounting system to reflect that. It was also noted that #7476 had paid their outstanding balance and is current. Motion to remove the late fees was made by Campos and seconded by Foster to remove the late fees for the following condos: #7448, 7422, 7454, and 7412. The motion was unanimously approved.
- Motion to approve the financials was made by Campos seconded by Foster. The motion was unanimously approved.

Architectural Reports: None.

Open ARC Review – It was pointed out that residents have been bypassing the Williamsbrook website (<https://www.williamsbrookhoa.com/>) by not completing a Work Order when something needs to be repaired. Rather they are emailing or saying something to a Board member. This needs to be stopped. We need every resident to go through the proper process and complete the Work Order. Foster suggested that she put together a newsletter of 5 items to help our residents. McDaniel suggested an article regarding the pool and an update on projects around our property.

Resident requested white storm door: the request was denied due to the Rules and Regulations state that they must be black, sand or gold. The resident pushed back because there were 3 other residents with white storm doors. A notice will be sent out to those 3 residents notifying them that they are in violation and that they will need to come into compliance.

Other: Nothing noted

Work Orders:

- As mentioned under Open ARC Review, we need to encourage our residents to complete a work Order by going to the Williamsbrook website (<https://www.williamsbrookhoa.com/>)
- #7462 needs to remove paint from windows – no update

Property Managers Report provided by Lisa Allison:

- All About Trees Update – We had a big storm a few weeks ago and unfortunately All About Trees has not been able to come out to pick up the gazebo that was smashed by a tree. Additionally, because of the storm, a total

of 3 trees will be removed. The work being done on Nall is picking up and therefore, it may be challenging to get this done as quickly as possible.

#### Old Business:

- Pool – the tile was installed prior to the opening of the pool; it looks good but there were other issues identified such as the filter that needs to be replaced and we could be looking at additional issues. A full evaluation will be made once the pool closes after Labor Day. Foster had inquired about how many times our pool contract is vacuumed. Allison states that it is done every 5 days. It was discovered that there was sand at the bottom of the pool which is due to a broken filter which will be addressed after the end of the pool season. Campos stated that she will go through the pool contract.

#### New Business:

- According to the Bylaws, Article IV, Section 3, Removal of Board Member, Board Member Israel Mendez has not been able to attend the necessary board meetings since being elected. A motion to remove Mendez from the Board was made by Campos and seconded by Foster. The motion passed unanimously.
- Water payment for 2024 resident – each year we ask one of our residents to allow us to use their water to fill up the pool. Motion to approve from Campos, seconded by Foster to reimburse Resident #7462. The motion passed unanimously.
- Step repair request at #7418 and railing at #7400 was submitted. A bid was obtained from Jeff Saylor with Monarch MMCC LLC in the amount of \$1641. Motion made by Foster and seconded by Campos. The motion was unanimously approved.
- Trash can sign quote review/discussion – no action was taken at this time
- Wood rot bid for buildings #5 & #3 were obtained from BTC Building Trades Construction in the amount of \$4,653.36. Motion made by Campos, seconded by Foster. The motion passed unanimously.
- Gutter cleaning for Spring – A bid from Braden Roofing was obtained in the amount of \$2,000 to clean all gutters at roof level at Willamsbrook Apartment complex. Motion to approve made by Foster, seconded by Campos. Th motion passed unanimously.
- Water One came out because there was some water trickling in front of Building 5. The water line was repaired but our nice new pavement job was left with an ugly patch. Allison will reach out to Water One to see if this patch is temporary. It needs to look better.

Motion to Adjourn by Campos and seconded by Foster at 8 p.m. The motion was unanimously approved.