

**Board of Directors Meeting  
Minutes of November 9, 2016**

**Present:** Kim Stowell, Jennifer Tobin, Thorman Jerry, Andrea Talavera, 3 homeowners

A special re-vote session was called to order at 7:03 pm by President Kim Stowell.

- This was a required additional session for the re-vote of the open Board position. Thorman Jerry was elected by unanimous vote. As this is a re-vote from the Annual Meeting held in October, full details will be added to the annual meeting minutes as an addendum.

Special session closed at 7:11pm and the general meeting was called to order.

**Review of Meeting Minutes**

- Kim motions to approve September minutes, Thorman seconds. All concur, motion carries.

**Open Forum** -As several residents were in attendance, the Board opened the floor for discussion

- Resident asked about deck railing color – he has white railings and has noticed that several other homes do as well. By current HOA architectural guidelines, these are not allowed because they are not a “natural wood” color. Resident asked if exception could be made, Board agreed to review as necessary and discuss further before next inspection.
- Resident asked about installing a tool shed under his deck – an approved architectural application would be required as well as proper county authorization
- Common property landscaping issues – discussion of issues that occurred with the transition to a new landscape company. Management was in contact with Premium and the Board is working to ensure these issues are resolved and how to improve the common lots.
- Common areas – Board is still discussion ways to improve/beautify common lots. Andrea will verify what we may be allowed to install due to easements.
- Solar Lights – the lights were installed, however there has been an issue with one not working properly. Capitol Sun has been working to resolve the problem. The Board will not authorize final payment until both lights are working properly.
- Brooke Farm Sign – needs to be “re-caulked”. Andrea will contact a masonry company for estimate.
- Trash Trucks – resident has noticed oil leaks coming from trucks and causing stains on road, Andrea will contact American to notify them of the issue
- Trash Can Violation – a number of residents have been putting trash out early or improperly storing cans/bins. Board urged residents to take photo and submit a complaint to management to help with enforcing violations.
- Poop911 – have had issues with people not cleaning up after dogs, check to see if reminder signs/stickers exist for dog stations & Kim will add reminder to message board

### **Holiday Party**

- Afsah provided an update on holiday party planning. She has contacted several restaurants and the current estimate is \$38-\$40 per person for venues such as Olive Garden, Bahama Breeze, Z Pearl. The Board suggested looking into a community room rental option with catering (family friendly menu). It is very difficult to estimate the number of attendees for this type of event. Afsah will draft a letter to homeowners to inquire about interest.
- Board members will check prices on local hall rentals. (Thorman – A&B Banquet, Jen – VFW, Kim)
- Need to set a budget, goal would be to minimize expenses

### **HOA Website**

- The page is working but needs documents and information added to it (minutes, governing docs, architectural guidelines, applications, newsletters)
- Will add contact for management company
- Would like to add log-in (verified by property address, mailing address) capability for certain aspects of page
- Would like to add calendar, Facebook link, and community page (services, businesses, in search of – community bulletin board)

### **Ground Maintenance**

- The Board had discussed finding a new landscape company after the issues with Premium over the summer. Jen commented that while there were issues with service initially, once they were resolved the service was much better and at the level of the previous company. Andrea also recommended the Board continue with Premium but exercise the HOA's contract right to terminate service if issues occur again. Thorman stated that he was of similar opinion. The Board agreed to remain with Premium and renew the contract at its expiration in December.
- The Board would like Andrea to ask Premium about the options available for improving common lot conditions taking into consideration heavier traffic patterns and no irrigation.
- The Board also requests a proposal for the retention pond overgrowth clean-up (fence & 10 foot perimeter)

### **Legal Fees**

- Due to the issue with the required Board member revote that stemmed from an incorrect answer from legal, the Board is requesting any charges stemming from the error be eliminated. Andrea will send the letter to legal along with the original e-mail from legal that provided the wrong information

### **Holiday Decoration Contest**

- After low participation last year, the board discussed trying a nominate yourself/neighbor on the Facebook page this year
- Nominate by 12/18, voting ends 12/23

### Coupon Books

- Andrea had recommended the Board authorize sending coupon books at beginning of year for quarterly assessments. Kim was concerned that homeowners may forget to make payments on time without the quarterly statement sent. The other members agreed that this could be an issue and decided to remain with quarterly statement mailings.
- Homeowners do have the ability to choose an auto draw option by providing payment info to Jeffery Charles.

### Retention Pond

- Need Andrea to get quotes for work (Premium and another company)

### Past-Due Accounts

- Need to find out how legal tracks, does management have to notify about an account or is a system in place that allows them to begin tracking late accounts at a certain point

The meeting closed at 9:06 pm.

## Action Items:

**Kim**

- Reminder to clean-up after pets on message board
- Party rental quotes

**Thorman**

- Continue work on website
- Party rental quotes

**Jen**

- Party rental quotes
- Update Sign

**Andrea**

- Contact American about leaking oil from trucks (resident complaint)
- Contact masonry company
- Check if Poop911 has additional reminder signs/stickers
- Contact Premium about ways to improve common lots
- Retention pond area clean-up quotes needed
- Find out how legal tracks past-due accounts