

**Board members present:**

Jacob Neal (President)	<u>    x    </u>
Barbara Pyle (VP Grounds)	<u>    x    </u>
Kathy P (VP Pool)	<u>    x    </u>
Jennifer Purvis (Secretary)	<u>    x    </u>
Ashely Tate (Treasurer)	<u>    x    </u>

**Members present:**

    Katie     \_\_\_\_\_  
\_\_\_\_\_

Meeting called to order at   5:30   p.m.

*After the meeting, notes will be added to printed agenda in red font.*

**President's Notes:**

- Today's meeting will be focused on:
  - Ballot count
    - Assigning roles
  - 2023 - Current Budget review
  - 2024 - Proposed Budget review and approval if in agreement
  - Ongoing and new projects review

**Count Ballots & Assign Roles (18 ballots required):**

- Tally ballots and store in pool house closet
- 26     votes for Kathy Pryputniewicz
- 26     votes for Jennifer Purvis
- 26     votes for Barbara Pyle
- Kathy Pryputniewicz selected to be     VP Pool
- Jennifer Purvis selected to be     Secretary
- Barbara Pyle selected to be     VP Grounds

**2023 Budget (As of Dec 8<sup>th</sup>)**

- Delinquent
  - Pence – Owe \$1373
    - Does Board approve applying a lien?   Approved
  - Saez – owe \$325
  - Burdine – owe \$299
- Checking = \$20,324.20
- Reserve = \$59,040.91
- Income = 99.56%
- Total Expenditure to date = 98.97% (we will be slightly over for the year; this will reduce our \$5000 Reserve transfer slightly)

**2024 Proposed Budget Review (President or Treasurer to provide budget copies)**

- Review line items with Board
  - Our dues are currently \$325/yr
  - Suggested modifications: \_\_\_\_\_

- Vote to approve (Record those in favor)
  - **Jacob**                      Recommends that budget be approved
  - **Purvis**                      Seconds the recommendation
  - Those in favor   5
  - Those opposed   0
  - Budget **Passes**/ Fails (circle one)

**Issued raised by Members:**

- Still have issues with speeding on Rockwell Farm Ln
  - Board previously approved (Dec 2022) installation of speed bumps pending Board approval of final locations.
  - Tudor Garbulet (318 Rockwell Farm Ln) volunteered to work with the county to install speed humps on Rockwell Farm Ln and potentially Heathland and Pine Meadow.
  - ToF stopped installing speed bumps last year because they were changing the application process.
  - Need to check with Garbulet for a status update
- Owners have requested an updated online contact list. We will need people to opt in. Discussion
  - Notes from Dec 2022: Board is concerned with potential misuse of a HOA directory and wants to look into options for an updated Facebook or social type account. If we do create a public directory a form will be sent to all owners to provide any information that they would like viewable. The issue is tabled until the next Board meeting.

**Focus Projects for 2024:**

- Board was considering selling some of the undeveloped common areas to raise funds for capital improvements. Neal contacted ToF planner Mark Shipley via email. It was determined that the existing HOA common areas are needed to meet the 35% open/green space zoning requirement. We cannot subdivide these areas from the HOA.
- Explore possible pool replacement costs now that the existing pool is approaching 25 years of age and subsystems are beginning to fail.
  - Check with TOF if additional parking would be required if the pool was expanded.
  - Kathy P already examined the land usage and setback concerns. We have sufficient space to expand the pool.
  - **There was a major leak at the end of last summer. Repairs will be paid from the Reserve account.**
  - What is our long term pool plan?
  - Do we want to send a survey to gauge interest in funding a ~150k pool removal and installation? That would be ~\$840/owner.
  - **Board decided to make required repairs to the existing pool and maybe consider adding a kiddie pool.**
- Short term rentals through VRBO or AirBNB are popping up in residential neighborhoods like ours. The TN Supreme Court has upheld the right of HOAs to ban short term rentals if the HOA Restrictions explicitly exclude these types of rentals. Is the Board in favor of passing a Restrictions update to exclude rentals less than XX months?
  - **Comments: All present are in favor of banning short term rentals. Need to determine a threshold for number of months to be considered short term. Also, some may want to ban long term rentals but they may not be legal.**

- The attorney would need to draft the Restrictions update
- A 2/3 vote is required to pass a Restrictions update so the Board and FPM would need to follow up with members to hit the quota
- Neal is confident that a short term rental ban would pass.
- Update pool house camera system (still swapping out cameras). Need to hire an electrician to complete the install.
- Upgrade entryway cameras to improve security
  - Fleenor installed pool house system probably best to use them again
- Neal to work with Attorney to determine if a more automatic process for lien placement can be created.

#### **Pool VP (Kathy P):**

- **Primary Tasks**
  - Select summer pool helper (this worked well in 2023) so they may:
    - Maintain pool water level
    - Clean pool house daily and roll out trash on Sundays
  - Distribute keys and maintain pool house access list on control PC in storage closet
- Recent Accomplishments:
  - Rekeyed front door handle to match deadbolt (allows entry without Security System)
  - Replaced HVAC breaker that was found failed in Dec 2022
  - Replaced pool furniture
  - Repainting pool house

The following pool house repairs are needed:

- Install an automatic water fill valve with timer or an auto level device
- Label electrical breakers
- Install wifi router if desired, TDS is providing free fiber service which is already run into the equipment room
- Perform annual service of HVAC unit
- Refill or replace fire extinguishers
- Brick columns on corners of pool fence are leaning outward, need to relevel and reattach to the metal fence.

#### **Grounds VP (Barbara Pyle):**

- **Primary Tasks**
  - Maintain the street lights, entry way, and greenways
  - Work with the landscaper and sprinkler companies
  - Facilitate tree removal
  - Ensure that all designated areas are being consistently mowed and trimmed
  - Ensure that the front entrance is well mulched, mowed, and weeded. This is the most important of all the common areas.
- Recent Accomplishments
  - Decorated entry for Fall and Christmas
  - Hired Joe Moore to replace/repair street lights. All lights working except at 12911 Heathland which is still being repaired. LCUB confirmed that power is connected at the transformer.

- Projects
  - Are we happy with the existing landscaping company?

**Secretary (Jennifer Purvis):**

- **Primary Tasks**
  - Check the HOA gmail regularly
  - Take pool house reservations
- (Optional) Reach out to neighbors and form/confirm committees:
  - Welcoming Committee: Greet new neighbors, provide welcome letter, pool key, small gift with logo, and information request form
  - Social Committee:
    - Neighborhood Yard Sale (April)
    - End of School Pool Party
    - Fall Festival

**Treasurer:**

- **Primary Tasks**
  - Review FPM monthly budget reports
  - Assist President with annual budget prep
  - Assist with Pool and Grounds activities

**Complaints & Violations (President will work):**

- FPM will survey the HOA periodically to identify Restriction violations
  - Need to hire an attorney to write an enforcement policy, then Board will approve and FPM will enforce
  - FPM will review all of the homes twice per year and provide list of offenses
  - Board will review the list than FPM will send letters and follow up on a time a material bases. Board will monitor costs during startup period to ensure it is within budget
  - FPM provided cost estimate of \$1000 annually perform 2 reviews and send letters
- Primary items to look for:
  - Moldy siding
  - Missing shutters
  - Faded grey mailboxes
  - Extremely overgrown yard/shurbs or landscaping beds
  - Visible boat, trailer, or RV storage

**Capital Improvements:**

- Replace the marquis letter board and letters. Would we like to switch to a Dry Erase board - Need second quote

**Closing Items:**

Meeting adjourned at 6:40 p.m.