

**Board members present:**

Jacob Neal (President)	<u>  x  </u>
Lance Ross (VP Grounds)	<u>  x  </u>
Kathy P (VP Pool)	<u>  x  </u>
Jennifer Purvis (Secretary)	<u>  x  </u>
Jim Dudley (Treasurer)	<u>      </u>

**Members present:**

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Meeting called to order at 2:00 p.m.

Approve previous meeting minutes from 3/15/20. These will be posted to website.

*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
  - Current Budget review
  - Ongoing and new projects review
  - 2021 Budget will be prepared and sent to Board for approval in December
  - Move furniture into pool house
  - Winterize outside shower

**Count Ballots (18 ballots required):**

- Tally ballots and store in pool house closet
- 27 votes for Neal
- 27 votes for Ramachandran
- Neal selected to be President
- Ramachandran selected to be Treasurer
  - Treasurer turnover tasks:
    - Update bank account access names (contact FPM for assistance)
    - Transfer old paperwork box (Completed, paperwork is in pool house closet)

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

- Delinquent
  - Pence – owe \$562 but made a \$100 payment
  - Cannata – owe \$262.50 but made some payments
- Checking = \$27,052
- Reserve = \$44,602
- Income = 100%
- Total Expenditure to date = 76%

**Pool & Pool House:**

- **Primary Tasks**

- Maintain pool water level
- Check pool house cleanliness and roll out trash on Sundays
- Distribute keys and maintain pool house access list on control PC in storage closet
  
- Recent Accomplishments (Kathy did a great job with these tasks):
  - Installed pool house key fab system and distributed keys!
  - Cleaned and organized pool house
  - Restriped parking lot and installed new handicap sign
  - Replaced ceiling fans
  - Installed stall trash cans in women's bathroom
  - Installed insulation in the ceiling and walls of the exterior storage closet

The following pool house repairs are needed:

- New phone/internet contract
- Create annual PM (Periodic Maintenance) list to paint fence and repair caps
- Updated pool house camera system (still swapping out cameras). Need to hire an electrician to complete the install.
- Finalize quote for fill timer valve installation
- Have electrical contractor inspect breaker panel and determine why we have a tripped breaker
  - Which one is the pool light breaker and where is the switch
- Service HVAC unit
- Form Pool Committee if desired
- Refill or replace fire extinguishers
- Brick columns on corners of pool fence are leaning outward, need to relevel and reattach to the metal fence.
- Acid treat pool in the spring to remove stains
- Look into replacing pool filter sand
- Kathy will check with TOF if additional parking would be required if the pool was expanded. Also, will determine the extent of property setbacks.

#### Grounds:

- 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
  - Removed dead pine trees around southwest corner of lower retention area, new trees being planted next week (10/27).
  - Aerated and over seeded entryway and pool house area
  
- Projects
  - Remove dead trees identified behind (West of) Pine Meadows Circle
  - Is the Board interested in upgrading the entryway signage/walls?
    - Neal to look for an architect
  - (Will include in entry upgrade if pursued) Upgrade entryway cameras, Fleenor installed pool house system probably best to use them again

- Select dead trees around walking path that may fall on the path and have them removed
- Still have people speeding on Rockwell Farm Ln, consider speed bumps.
- Remove oak tree to the south side of pool house it drops leaves and acorns all over the pool house and pool deck, causing additional pool staining, walking hazard, and clogging gutters. Also, the shade cause the pool water temperature to stay abnormally low all summer.
- Trim trees back behind pool fence to prevent branches from overhanging the pool deck.

#### **Secretary Updates & Committees:**

- **Primary Tasks**
  - Check the HOA gmail regularly
  - Take pool house reservations
- (Optional) Prepare and distribute Quarterly newsletters
- (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
- Neal to send Purvis the mailbox ordering information and any trash can restrictions.

#### **Treasurer:**

- **Primary Tasks**
  - Review FPM monthly budget reports
  - Maintain contact list
  - Assist President with annual budget prep

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

- Board agreed that FPM should be hired to enforce HOA restrictions
  - 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

**Additional Items:**

- Long term capital projects:
  - HOA lot on Autry Lane, why do we have it?

**Closing Items:**

Meeting adjourned at 3:00 p.m.