



- Review of 2018 budgeted vs actual
- Review of 2019 budget
  - Dues of \$300/member are sufficient to support HOA activities in 2019.

Vote to adopt the given 2019 budget and keep dues at \$300/member:

- Jacob Neal made the motion to adopt the 2019 budget.
- Shannon Lutterman seconds the motion
- President/Chair restated the motion and put the motion to a vote.
- President/Chair announces the result of the vote.
  - The motion passed with 4 out of 4 votes by the Board of Directors.

**Action Items:**

1. **Bill Bannow to review contract with AllPro Landscaping**
2. **AllPro to provide contract & payment schedule**

**Fennell Property Management (FPM) Updates:**

FPM was hired to provide financial services (not full management services). This will:

- Decrease the day-to-day burden of operating the HOA
- Improve financial organization and record retention
- Systematically carryout dues collection
- Provide assistance with budget creation and long term planning
- Provide title company interface and fee collection as well as new owner information collection
- Free up Board time to focus on improvements
- Improve Board-to-Board transitions
- Ease the filling of Board positions with qualified applicants.
- Provide additional oversight of HOA finances.

**Action Items:**

1. **Decide how to handle Audit requirement; Jacob & Jim reviewed numbers and determined things looked normal.**

Need to:

- Update website to direct title companies to FPM
- Send information regarding FPM and new billing format in January newsletter

**Dues Collection:**

Delinquent 2017 – 2018 dues collection.

- Approve offer to drop the late fees if they pay within 30 days.
- Resubmit bills via FPM. If they do not pay they will be above the \$500 lien threshold if they do not pay the 2019 dues on time. HOA would need to proceed to collections at that point.

2019 dues collection will be handled via FPM.

Updated dues collection policy:

- A late fee of \$25/month will be incurred if dues are not paid within one month of the billing date. The \$25/month late fee will continue to accrue until the dues and fees are paid in full. When \$500 in total charges have been accrued a lien shall be placed on the property until dues and fees are paid in full. All costs associated with levying the lien will be paid by the debtor.

Vote to adopt the presented dues collection policy:

- Jim Dudley made the motion to the policy.
- Shannon Lutterman seconds the motion
- President/Chair restated the motion and put the motion to a vote.
- President/Chair announces the result of the vote.
  - The motion passed with 4 out of 4 votes by the Board of Directors.

### **Pool & Pool House:**

The following pool house repairs are needed:

- Rework front pool house door so that it will close freely and latch.
- Consider replacing keyed locks on pool house door and gate with key code locks, otherwise make additional key copies. Replacement keys are usually \$25/key.
- Update security cameras
- Install ceiling in interior storage closet
- Install insulation in the ceiling and walls of the exterior storage closet
- Have electrical contractor inspect breaker panel and determine why we have a tripped breaker
- Install missing iron fence caps
- Repair brickwork on fence columns
- Buy additional pool furniture to replace broken items
- Trim bushes in front of pool house
- Plan to trim trees around sides and back of pool
- Service HVAC and pool equipment
- Buy new “NO DIVING” and “NO LIFEGUARD ON DUTY” signs
- Buy a new skimmer tool
- Buy two new life saving rings with ropes
- We used Quality Pools last year, need to rebid the contract with 3 visits per week during the busiest summer period. The pool chemicals are difficult to maintain because the pool is too small for the bathing load.
- Monitor water levels and consider installation of an autolevel device.
- Consider hiring a neighborhood teenager to check on the pool during the summer, take out trash, roll dumpster to and from curb, cleanup, etc.
- **Paint Fence**

### **Grounds (Currently All Pro Landscaping):**

- Ensure that all designated areas are being consistently mowed and trimmed. Some complaints that areas were being repeatedly missed last summer.
- Ensure that the front entrance is well mulched, mowed, and weeded. This is the most important of all the common areas.
- Clear leaves from pool house by outdoor shower.
- Survey dead trees around lower drainage pond and front entry
  - Remove, grind stumps, and replant

### **Action Items:**

1. **Hire Arborist to assess tree health, make suggestions**
2. **Get information from Town of Farragut on acceptable trees, especially by the pool**

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

- Prepare and distribute 1<sup>st</sup> quarter newsletter no later than January 31<sup>st</sup>
  - To include information on hiring FPM and new billing format
  - Place call for members available to meet contractors at the pool house during repairs
- Get contact information for the designated members
- Decorate for 4<sup>th</sup> of July and Christmas

- 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
  - Pool Committee: Monitor pool and pool house for issues. Assist VP-Pool with duties as needed.
  - Social Committee:
    - Easter Egg Hunt
    - Neighborhood Yard Sale (April)
    - End of School Pool Party
    - Fall Festival
    - Ladies Holiday Luncheon (Dec)
    - Cookie Decorating

#### **Complaints & Violations:**

- General covenants enforcement items to monitor:
  - Mold on siding
  - Approval to build/modify existing or adding new structures
    - Fences
    - Any visible outside structure (Permanent Pergolas, mailboxes, painting colors)
  - Missing shutters
  - Unkempt lawns/shrubs
- Maintenance letters should be sent to homes needing outside maintenance and upkeep. A general reminder can sent via e-mail and newsletter to the entire neighborhood. A majority of the residences keep their yards in good shape.
- One complaint being worked

#### **Capital Improvements:**

- Replace the marquis letter board and letters. The board is warped and cannot hold the letters.

#### **Additional Items:**

- Political signs are now allowed by a new TN law. HOA cannot enforce covenant preventing them.

#### **Closing Items:**

Next Board of Directors meeting will be held in **April 14th @ 3:30 p.m. (tentative)**.  
Meeting adjourned at 5:38 p.m.