

**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:**

  N/A   \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Meeting called to order at   1:00   p.m.

Approve previous meeting minutes from 11/17/19. These will be posted to website.

*Meeting notes added to printed agenda in red font.*

**President's Notes:**

- We are making steady progress reorganizing the HOA and fixing a ton of facilities issues (see subsections for details)
- Today's meeting will be focused on:
  - Reviewing 2020 projects list (see subsections)
    - Focus on Pool House Key Fob System Installation
    - Tree removal and street light repair

**Delinquent Dues (Only 3):**

- 0.00 Derek & Melissa Wright Wright
  - Wrights presented an invoice from tree company showing 2017 tree removal from HOA common area. The Board approved the removal of their past due balance for services rendered.
- 762.00 Karen & Dan Pence (Includes 2020 charge of 300 due in of March)
  - FPM is following up, they have been making payments
- 487.00 Stephanie & Tommy Burdine (Includes 2020 charge of 300 due in of March)
  - FPM is following up, they have been making payments

**Pool & Pool House:**

- **Primary Tasks:**
  - Maintain pool water level
  - Check pool house cleanliness and roll out trash on Sundays (Kartik volunteered to help)
  - Distribute keys

The following pool house repairs are needed:

- **Pool house key fob installation for better access control and door upgrades**

- **New phone/internet contract**
- Create annual PM to paint fence and repair caps
- Install stall trash can in women's bathroom
- Updated pool house camera system (still swapping out cameras). Need to hire an electrician to complete the install.
  - **Defer until after pool house is ready for summer.**
- Finalize quote for fill timer valve installation
- 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
- One brick still missing on column nearest the pool house
- Service HVAC unit
- **Paint lines in parking lot**
- **Replace ceiling fans, 3X**

#### **Grounds:**

- **Primary Tasks:**
  - Maintain the street lights, entry way, and greenways
  - Work with the landscaper and sprinkler companies
  - Facilitate tree removal

#### **Projects:**

- Upgrade entryway cameras
- **Select worst dead trees around walking paths and have them removed, include in budget**
  - **Finalize quote and have the dead pine trees on the south west corner of the lower retention area removed and replaced.**
- Still have people speeding on Rockwell Farm Ln, consider speed bumps.

#### **Current projects:**

- 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.

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

- **Primary Tasks:**
  - Check the HOA gmail regularly
  - Take pool house reservations
- Prepare and distribute Quarterly newsletters
- 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
    - **Buy a welcome gift for FPM to send to new owners.**

- 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) – **canceled due to Covid19**
  - End of School Pool Party
  - Fall Festival
  -

**Complaints & Violations:**

- General covenants enforcement items to monitor:
  - At August Board Meeting the Board voted to hire FPM to enforce HOA restrictions
    - Need to hire an attorney to write an enforcement policy, then Board will approve and FPM will enforce
    - Start with worse 5 houses
    - FPM will send letters and follow up for \$50-\$75 per home
  - 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

**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   2:00   p.m.