**Sweet Briar HOA Board of Directors Meeting Minutes**

Meeting Date: 6.11.19 Meeting Time: 6:00pm Location: Amanda Chambers Home

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| Meeting Called by President: | Amanda Chambers (AC) |
| Facilitator(s): | Loree Marroquin (LM) |
| Secretary/Time Keeper: | Molly Conn (MC) |
| Board Members: | Loree Marroquin (LM), Heather Rollag (HR), Amanda Chambers (AC) |
| Special Guest(s): |  |

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| **Discussion Topics** | | | | | | | | |
| **No.** | **Topic:** | | | **Highlights:** | | | | |
|  | Meeting Called to Order by AC | | | Meeting began with Call to Order | | | | |
|  | Note: No Agenda | | | There is no agenda for this meeting due to a mis-communication between Molly and Amanda. | | | | |
| 3**.** | MC: Reviewed the minutes from 5/14/19. April’s meeting was canceled. | | |  | | | | |
|  | MC: Submitted a brief update from Tom Chilson and his Eagle Scout project: | | | MC: Tom Chilson is contacting 811 to have location approved for digging. Digging will take place in the fall. He is preapproving project paperwork for the Eagle Scout Leadership to review. He is returning to the August POA meeting to provide progress report. | | | | |
|  | UNFINISHED BUSINESS:  Website Online Posting: | | | MC: Will post areas the board has vacancies and areas needing assistance to see if there is interest within the neighborhood. | | | | |
| **5.** | BOD Support - Needs Continued | | | Need:  Bookkeeper/Accountant/CPA – To perform and internal audit of the POA books.  Special Events Chair: To organize the Easter, Halloween and other Events  Audit and Oversite Committee: This small group reviews the books, procedures and adherence to the Bylaws  Handyman: For general small repairs.  Architectural Control Committee: Adherence to property specifications | | | | |
|  | **NEW BUSINESS**  Pool Business  Pool Sand – must be replaced vendor is suggesting glass Bead  Fundraiser:  Official Letterhead  Rip Rap Issue:  Playground Assessment” | | | 1. Thank you - Darryl Taulby – painted the door – he did an awesome job. Looks Beautiful!! 2. Pool Step – Doesn’t fit – Company will take step back. 3. 2nd Step ordered – it didn’t fit ether 4. Pyle Pools are going to correct step. Loree asked them to resolve 5. Replaced table – Donation from Loree 6. Need umbrellas – Must replace umbrellas – Need to add to 2020 budget. 7. Threw 10 chairs away in last season. 2 broken. 8. Need to replace 3-10 chairs per year. LM to get a price 9. Cockroaches in girl’s bathroom. 10. Molly to look up trash can cleaner 11. Sand in pumps this year. Pumps have to be backwashed daily. Could use glass media instead of sand. Sand out and Glass media = $2250 12. Replace Sand with sand in = $1868 13. Resurfacing pool quote to repaint the bottom. Must do for 2020 season.   MC: Supports the use of glass bead media. Requested we ask vendor is pump fails can we recycle new glass media into new pump – due to cost. MC made a motion to approve expense for glass media  HR: 2nd the motion  Passed: Unanimous  Private Parties at the Pool  Proposal:  Deposit = $100 (Non-refundable)  Pool rental = $50 per hour  Life Guard Expense = Renter must pay guards separately. $10 per hour per guard.  Guard ration = 1:10  Renters must sign a waiver of release prior to party  MC to send out to POA BOD members for official correspondence.  There is a hole in the yard near rip rap. It is caused by soil erosion. Not the rip rap and work completed. Rip Rap contactor working with homeowner to resolve.  Need several screws replaced/secured and measured for mulch  Spread mulch under swing sets  1 piece of wood to be replaced.  New handle for climbing wall  Retainer wood needs to be reinforced  Pool signs should be repainted. Lifeguards to repaint with stencil | | | | |
| 7. | Financial Report: | | | HR Follow-up: Pool key expense - $401.25 for all pool keys. 2 boxes remaining.  Not much paid out by May 31st due to last report dated May 13th.  Heather to break out due for board members and residents.  No refund on pool keys once purchased. Due to volunteer hours to support system.  One off purchased were notated – steps, stamps, laptops, postage  $126 – software for both laptops will be paid next fiscal cycle.  Past due HOA dues balance due down to $11,706.00  Title company issue with one resident.  Progressive Residential - $63 due to residential. Resident to resolve  Heather resolving with Progressive on multiple accounts.  Need to contact attorney for support.  LM made motion to approve Financial Report  AC: 2nd the motion  Motion Passed: Unanimous | | | | |
|  | Laptop Usage and Return Agreements | | | Presented to Treasurer and Secretary for review  MC: Made motion to accept the agreement  LM 2nd the motion  Motion passed: Unanimous | | | | |
| **Action Items** | | | | | | | | |
| **No.** | | **Action item(s)** | | | **Owner** | | | **Target Date** |
|  | Change passwords on Gmail, Facebook, Website | | | M. Conn | | | 4/9/19 - Website COMPLETE | |
|  | Compile a property assessment listing of infractions and needed repairs | | | Property Compliance Committee | | | 6/1/19 | |
|  | Separate out Regular income dues from the discounted board members’ dues paid for their service on the HOA BOD from previous year | | | H. Rollag | | | 4/9/19 | |
|  | Add funding for pool step repair. Est. $50 to funding listing. It was accidentally omitted | | | M. Conn | | | 4/9/19 | |
|  | Email electronic Letterhead form to the BOD members | | | M. Conn | | | 6/11/19 - COMPLETE | |
|  | Post Open Positions on Website | | | M. Conn | | | 6/11/19 | |
|  | | | **Date & Time** | | | **Location** | | |
| Next Meeting | | | July 16th 6:00pm | | |  | | |
|  | | | 1. Chambers Home | | | 10186 Tybalt Dr. | | |
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