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

Meeting Date: 7.9.19 Meeting Time: 6:00pm Location:

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| Meeting Called By Vice President: | Loree Marroquin (LM) |
| 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:** |
| 1.
 | Meeting Called to Order by AC | Meeting began with Call to Order |
| 1.
 | MC: Introduced Meeting Minutes from 6/11/19 | HR made a motion the meeting minutes be passed as writtenLMC: 2nd motion to approveMotion Passed: Unanimous |
| 3**.**  | MC: Tom Chilson Eagle Scout Update | MC: Tom Chilson reported he is in process of informing Boy Scout leadership of project status and preparing presentation packet. He is working with them for approval. Wants board to be happy with project.  |
| 1.
 | Pool Updates: | LM: Seal in motor wore out damaging ball bearings. Motor is cheaper to replace versus rebuild. Motor was replaced at 7/15/19. Part is between $400 and $500 dollars plus labor.New glass media in filtration unit. Clarity of water is much improved. Pyle repaired step on lifeguard chair.New Hours: When school starts pool will open at 4pm – 8pm. The weekend hours will be 11am – 8pm. The pool will be available for Private Parties for the 2020 season. Cost associated at the following schedule. If you have more than 6 guests – the Pool Manager must be notified. Reservations must be made. A fee will be assessed over 6 guests. |
| 1.
 | UNFINISHED BUSINESS:School Bus Stop Safety: | CA: Communicating with our Eric Moeller, Fishers representative. Mr. Moeller is meeting with the HSE School Board on 3/22/19 to request support for our School Bus Stop Safety initiative. HSE School Board decision pending. |
| 1.
 | Bin Blaster: | LM: MC can you call Bin Blaster for a deal on bins and neighborhood deal.Painting of pool:Need comparable quotes.$15k for repainting the pool. Dues can be raised 10% per the bylaws to absorb the pool repainting projects. April is be best month to paint and repair the pool. End of Year Party: 8/24Food Truck and Kona Ice - ACMust Advertise asap. Party 6 – 10pm – Need Guards – LMAdvertising Flyer – Must eat behind red line area. Pool open into September on the weekends only. AC to contact Eric Moeller – help with Bus Stop initiative to find out status. Ask for Parent Volunteer.Ask bus driver to cross street to block street for safety.Musselman out of playground mulch. AC going to measure the playground to determine how much mulch will be needed.Fishers HOA topics for meetings:Bus StopsBus BlocksNoblesville shooting what are we doing to protect HSE students.Sexual Harassment Update |
|  | **Website Update** | IncompleteBOD Officers |
|  7. |  Pool Business |  |
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| 1. 8.18.0
 | Treasurers Financial Report: | HR: All financial report presentedHR: presented financial reportsNeed to get pool key programs backed up on one of these computers asap. Some pool expense not on June 30th statement. It will be reflected on July’s budget report.No pool season contingency funds moved until end of season.Acct balanceMC made a motionLM 2ndMotion Passed UnanimousLate dues are being paid – Listing is shrinking. Tables overages til next meeting. AC is listed on Bank account.LM Made a motion to adjournAC 2nd the motionsMotion: Passed Unanimous |
| 1.

 **9.** | NEW BUSINESS: Handyman Needed: | LM: Joe Herink has volunteered to evaluate the playground equipment. Eric has volunteered to repair the pool sign and replace 2 of the benches in the park.CA: The playground mulch included in Wildwoods contract?AC: The park is like a swamp. Very wet with all the rain.Dina Slain stated our park is similar to Nickel Plate in that it is sinking in the middle which causes water to pool. The run off is not good. LM: We need to have the front entrance evaluated. AC: The bricks are falling off. LM: The pool entry door needs painting. It is chipping. We have the paint just need someone to do the labor. Darryl Taulby volunteered to sand and paint the door. We found lots of supplies in the back of the pool storage area. (ex. 12 extension cords)AC: Loves to organize. She is willing to organize and label the area.CA: Park Needs:Bartlett Tree experts evaluated the trees around the park and the tree root issue we received a complaint on.The tree root can be removed without de-stabling the tree. There are several trees in the park that are rotted on the inside. We have an Oak/Walnut in 3-5 years will need cut down. The cost is $3500 for 1 tree. If the tree is hollow on the inside but the tree has a layer of living tissue. The tree is viable. We have 3-4 trees that will need to come down. If we hire Bartlett to do an annual tree inspection, it will reduce our liability in the case of a lawsuit should a tree fall over.Dina Slain: JT Trees serviced the area last time and Ergon has provided service as well. AC: Most of the bad trees are on Rawlings side.CA: Sat, May 18th@ 10:45am the construction company that damaged the yard while doing the Rip Rap project is coming to evaluate yard and propose a remedy. AC and LM agreed to meet them.  |
| 10. | Port – A-Potty: | Sherry Taulby asked the BOD if we knew why there was a Port-o-Potty in their neighbor’s driveway. There are no permits required. CA: Construction companies provide them so their crew does not use the homeowner’s bathroom. It should be removed once remodel is complete. |
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 | Laptops: |  HR: Two laptops have been ordered for a total expenditure of $498.60. Both laptops need Office loaded on them, Eric will be loaded onto them.  |
| 1.
 | POA Email Inbox: | HR: POA inbox a mess. It needs cleaned out and organized. MC: Committed to clean and organizing the email box. |
| 1.
 | POA Letterhead: | MC: Presented 5 drafts of a Letterhead she designed for the community. The BOD liked and chose Draft 5. Chose the letterhead design with a small house in the lower left hand corner. MC: Made a motion to approve Draft 5 letterhead designLM: Second the motionMotion Passed: Unanimously |
| 1.
 | Audit Oversite Committee: | CA: Raised the concern of the open positions that are not filled on the POA. The POA needs to fill the Audit & Oversite Committee and an Architectural Control Committee.The Audit Committee’s responsible for reviewing the meeting minutes, financial records, performing financial audits and monitoring compliance to following the POA Bylaws. The POA financial accounts have not been audited since 2002. CA requested a full CPA audit of the books be completed by an outside accounting firm. Darryl and Sherry Taulby stated there was no audit performed between the former Treasurer Dave and Heather Rollag. Do we have an Accountant in the neighborhood that would be willing to volunteer their time?The Architectural Control Committee is responsible for monitoring the conditions of our property. Any non-conformances should be documented and brought before the BOD for disposition. All written correspondence will be issued on the POA Letterhead and communicated from the Secretary.MC: Made a motion to have audit performed by an outside CPA firm if no Accountant in neighborhood volunteers their time.CA: Second the motionMotion Passed: Unanimous |
| 15. | BOD Operating Discussion: | Dina Slain stated the BOD could not appease 240 properties. The BOD was elected to make decisions for the residents.CA: The Audit & Oversite Committee could assist in this areaDina Slain stated on larger financial decisions, it would require all members of the BOD to agree on purchase. NOTE: This was a verbal agreement among the previous BOD. This is not documented in the Bylaws or previous minutes. It was an unofficial past practice.CA: If the BOD doesn’t communicate these topics out – there is no transparency. The Audit & Oversite Committee can support the BOD decision by vetting it and communicating their support to the residents.AC: Can we amend the Bylaws?CA: The Bylaws can’t be amended without a Quorum. Not enough residents show up to form one. We would have to go door to door to get a passing vote.LM: Meeting postings only have to be done Annually. The Secretary must post “Notice of Annual Meeting”. Meeting notices do not have to be done monthly.HR: Suggested the minutes be submitted by the Secretary to the Audit & Oversite Committee – They can then ask questions quarterly.LM: Large purchase decisions are reviewed annually at the Annual meeting.Sherry Taulby stated the BOD had to be willing to accept guidance/input from the Audit & Oversite Committee. |
|  17. | 6 Open Board Positions that need Filled | Committee Director(3 Members) Audit and Oversite Committee(2 Members) Architectural Control CommitteeCA: We need to consult Covenants and Restrictions for job descriptionsMC: To posted need on the Website |
| **Action Items** |
| **No.** | **Action item(s)** | **Owner** | **Target Date** |
| 1.
 | Gmail Syncing Issue | M. Conn | 4/9/19 MC 2019$SweetBriar |
| 1.
 | 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 Form Letter Audit – for Mailboxes posts, trash cans, light posts,  |
|  | 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 - COMPLETE |
|  | ADD BOD Listing Members to Front page of Website | M. Conn |  |
|  | Add funding for pool step repair. Est. $50 to funding listing. It was accidentally omitted | M. Conn | 4/9/19 - COMPLETE |
|  | Email electronic Letterhead form to the BOD members | M. Conn | 6/11/19 - COMPLETE |
|  | Post Open Positions on Website | M. Conn | 6/11/19 – COMPLETE |
|  | **Date & Time** | **Location** |  |
|  | Aug 13th @ 6:30pm |  |  |
|  | Conn Home | 10306 Tybalt Dr. |  |
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