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

Meeting Date: 8.13.19 Meeting Time: 6:30pm Location:

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

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| **Discussion Topics** | | | | | | | | | |
| **No.** | | **Topic:** | | | **Highlights:** | | | | |
|  | | Meeting Called to Order by AC | | | Meeting began with Call to Order | | | | |
|  | | MC: Introduced a guest speaker to the BOD meeting. Resident and HSE student Tom Chilson. | | | Tom Chilson attended the BOD meeting to provide an update for his Eagle Scout project. He also was requesting sign off from the BOD on his project documentation of his Lending Library project. He provided a flyer with a plan for fabrication. Plans include:  Plexie Glass – no glass to avoid sharp edge is broken  Coordinate Paint Scheme to match Pool House  Landscaping  Book Collections  Copies of these documents were provided to the Secretary for our records. All board members were supportive of his plan. These questions need to be answered.  How will the project be paid for? Tom stated he would be doing a couple of fund raisers to generate funding. He asked the BOD support his effort by positing his poster on the website for advertisement.  Book Collection at the pool would help in populating the library with books.  When doing a fundraiser, how will Buffalo Wild Wings or other restaurants cut the check to Tom or to the Association?  AC signed Approval for the project  Ribbon Cutting Ceremony suggestion performed during Halloween Celebration.  Tom is to communicate with the vendors and provide the board with an answer in Sept. Meeting.  MC: Made a motion was made to accept Tom’s proposal.  LM: Second  Motion Passed Unanimous | | | | |
| 3**.** | | MC: Reviewed the minutes from 7/9/19. | | | MC: Provided copies of the July meeting minutes for review. HR requested a note be made not all online accounts passwords were changed. MC: to update minutes  AC: Moved the meeting minutes be approved  LM: Second the motion  Motion Passed Unanimous | | | | |
|  | | Vice President/Pool Updates: LM | | | Adjusted Pool Schedule: Quote back from Pile Pool - Extra week - $600 per week.  Email sent to all of the guards to cover pool hours.  The BOD needs to make a decision on extending the season.  Weekends only expense = $440  MC suggested we hold the motion until closer to the date. An online email vote would be taken at that time.  A non-scheduled Pool Party arrived at the pool without prior notification. They did email LM but she did not see the communication. All parties must notify LM prior to the date to insure the proper number of guards is on hand. The email communication was not found until later. HR stated all emails in the BOD inbox must be answered within 3 business day. She is verifying this fact.  A Pool Party program will be formatted by the BOD through the off season and be ready for the 2020 Pool Season. This proposal will be presented to all residents during the Annual Meeting.  Both the boys and girls bathroom had leaks. A handyman repaired the bathroom leaks for $8.30.  The guards repainted the depth markers, watch your step, no diving and lettering for $55.96.  One guard added hours to her timesheet. Told HR – LM told her to add the hours to the timesheet. This was a miss-communication. She was instructed to carry them over to the next pay period per LM.  Year End Pool Party:  All Food Trucks want deposits. BOD – will not provide deposits.  AM suggested we have a carry in.  Party Date: Sunday, Sept. 1st from 7pm – 9:30pm. Need 3 guards during the duration of the party.  Music must be G-rated.  Suggested Games:  Candy Bar Bingo  Water Shooters  Luau Themed Decorations  Glow in the Dark Diving Sticks  Anything left over can be utilized during the Halloween Celebration.  2 guards off for injuries that occurred off site. (broken arm/foot surgery)  MC: Made motion to accept VP report  AC: Second the motion  Motion Passed Unanimously | | | | |
|  | | Treasurer Report: HR | | | Dues Paid – Dues still coming in for the year.  Delinquent dues are incurring: Interest & Late Fees, Bounced check fees (where applicable)  Lost Pool Keys are charged for replacement  Account Balance (7/31/19):  Checking: $68,727.86  Savings: $19,234.57  Total Expenses through July 31, 2019: $43, 131.24  Remaining 2019 Budget: $37,118.76  Dues in Arrears: $10,635.00 (11 Households)  All delinquent residents will be issued past due letters. If not response, turned over to Collections. Letters to be generated from the Secretary.  HR has two checks for delinquent dues that just came in.  Should we put liens on the accounts? HR: stated we many lose money anyways if the properties are sold/bankruptcy etc.  HR issues balance statements monthly.  New laptop expense included in Office/Supplies  $56 remaining. If we go over it will be for postage  Total remaining budget will be used for utilities,  Pool Mgt/Maintenance - $7500 was put into budget for pool resurfacing. We did not resurface this year. It will be rolled over into 2020 scope. There are several repairs and it needs painted.  Piles Pool will need paid for Aug. 1 – 31  Taxes will need paid yearly. Last year we received a bill for $200. This was paid and then we received a refund from IRS.  $15K removed from Savings for Rip Rap total. $7500 redirected to pool due to resurface needs.  Bank fees reflect negative on budget. This is not a concern – we did not budget for them.  Pool repair should be completed correctly – not a quick substandard job that will have to be repeated in a couple years. Pile Pool was high bid. Splash Pool was Low bid. Two companies still have outstanding quotes.  Pool resurfacing will be highest expense for 2020 budget cycle.  Pool also needs to purchase chairs, umbrellas.  HR – Can we buy chairs this year at a yearend sale? Family Pool & Spa run a big sale at the end of the year.  LM: Lifeguards need gloves. MC donated a box to avid expense.  Do we need to keep phone and internet at the pool? Pool phone number needs to be provided to the BOD.  Do we still need pool camera? Feed goes to LM phone. Where is this information stored?  Can we eliminate the internet for camera / expense? Can we get landline only? Guards use internet to stream music. There is a Wi-Fi PW for pool.  Can we eliminate internet at pool and cut expense? Is there another reason to have internet at pool? | | | | |
|  | | Treasurer Cont.: | | | Landline is used for back up in case of emergency. 911  Can cell phone be used as backup for 911?  AC to contact Dina and ask about original purpose of internet.  HR: Proposed idea for Movie Night at the Park in the Fall.  LM: Made a motion Treasures report be accepted  AC: Second Motion  Passed Unanimous  All Online Accounts Complete  All Open Positions Posted  Notifications of Tree Infractions  Bin Blaster  Letters of Violation to residents  Letter of Collections | | | | |
| 6. | Secretary Report: MC | | | All Open Positions posted to SB Website: No responses to date.  A second round of posting will be made. If no response, the BOD will hold and begin requesting Volunteers to begin Jan. 1st, 2020 effective Feb. 1.  This request should be added to the Annual Letter. We must get recruits for next year. HR: if the new members begin next year, they will not be given discount. They must serve 12 months prior to discount being awarded.  Tree Branch Notifications: Generated from City of Fishers not the BOD. The branches are too low. The City added caution tape around the branches that need trimmed. If the homeowner doesn’t trim them. They will trim and charge the homeowner $250. The phone number for questions is listed on the citation. The branches need to be trimmed only not the tree.  The BOD to make this statement on our Web page. – MC  Bin Blaster will respond with a tiered pricing offer. Bin Blaster Mgmt. will put together a pricing sheet and get back with us. WE can advertise for all residents in the neighborhood.  Architectural Compliance Letter reviewed. Mailbox violations need to be broken out separately due to multiple issues add the SBPOA email address.  LM: Made a motion to accept letter with modifications  AC: Second Motion  Passed Unanimously | | | | |
| 7. | Presidents Report: AC | | | AC contacted the Fishers for drainage specifications. The gentleman asked when our pond was last inspected and discovered it had never been inspected.  All four of the front Lights are functional. There is a bush blocking one light. Bush needs cut back. Can Wildwood cut back the bush that is blocking the reflection of light?  AC to contact Eric Moeller regarding School Bus Stop assistance.  AM can we put together an end of season late night swim.  Motion for keeping pool open through Sept 8th would cost $1040. We could purchase replacement chairs for that.  BOD voted 50/50 decision based on forecast if it is above 80 degrees. BOD will weigh decision based on forecast vs price of chairs and will be determined closer to Labor Day holiday. LM will circulate email vote the week of Labor Day.  MC made a motion to close the meeting  LM seconds the motion.  Motion passed unanimously | | | | |
| **Action Items** | | | | | | | | | |
| **No.** | | | **Action item(s)** | | | **Owner** | | | **Target Date** |
|  | | | Provide Fundraising Answer regarding how will payment be made? | | | T. Chilson | | | 9/1/19 | |
|  | | | Design End of Year Pool Party flyer and provide it to the Secretary | | | 1. Chambers | | | 9/1/19 - COMPLETE | |
|  | | | Change passwords on Gmail, Facebook, Website | | | M. Conn | | | 9/1/19 COMPLETE | |
|  | | | Compile a property assessment listing of infractions and needed repairs | | | Property Compliance Committee | | | ~~6/1/19~~ 10/1/19 | |
|  | | | Contact Eric Moeller regarding School Bus Stop issue | | | A. Chambers | | | 9/1/19 | |
|  | | | Post the End of Year Pool Party Flyer to Website | | | M. Conn | | | 9/1/19 - COMPLETE | |
|  | | | Execute email vote for 2019 Pool Closure depending on the weather and cost of extension of hours. | | | L. Marroquin | | | 9/1/19 - COMPLETE | |
|  | | | Post Eagle Scout Flyer for Fundraising Effort to Sweet Briar Website and Neighborhood Site | | | M. Conn | | | 9/1/19 | |
|  | | | Drainage issues for Sweet Briar | | | 1. Chambers | | | 9/1/19 | |
|  | | | Issue City of Fishers notification statement on Website | | | M. Conn | | | 9/1/19 | |
|  | | | Organize Year End Pool Party | | | L. Marroquin | | | 9/1/19 | |
|  | | | Issue letters of delinquency for HOA dues with notification of collections | | | M. Conn | | | 10/1/19 | |
|  | | | Investigate purpose of internet at pool; Can the Wi-Fi be eliminated? | | | 1. Chambers | | | 9/1/19 | |
|  | | | Follow-Up with Bin Blaster regarding tiered pricing for the neighborhood | | | M. Conn | | | 9/1/19 | |
|  | | | Investigate why BOD cannot see Meeting Minutes on the Website. They have been posted and show in the Media file. The directions provided to the Secretary are not correct. | | | M. Conn | | | 9/1/19 | |
|  | | | Provide Eagle Scout flyer to Secretary for posing to the Website and Neighborhood Sites | | | T. Chilson | | | 9/1/19 - COMPLETE | |
|  | | | Repost Open Positions to Website again – due to lack of response | | | M. Conn | | | 9/1/19 | |
|  | | | Distribute Letters of Property violation letters to BOD Members | | | M. Conn | | | 9/1/19 | |
|  | | | Design Pool Party Proposal for the 2020 Season | | | L. Marroquin | | | 12/31/19 | |
|  | | | Research replacement chair/umbrella purchases at end of year sale | | | L. Marroquin | | | 9/1/19 | |
|  | | | Finalize Pool Resurfacing & Repair Project for 2020 | | | L. Marroquin | | | 12/31/19 | |
|  | | | | | **Date & Time** | | | **Location** | | |
| Next Meeting | | | | | Sept. 10th 6:30pm | | |  | | |
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