

CLUB HILL ESTATES HOMEOWNER'S ASSOCIATION
Annual Homeowners Meeting Minutes
September 27, 2016

1. Call to Order
Meeting was called to order by Vice President, Melanie Peter at 6:38 pm
2. Verification of Quorum
Quorum was met with 14 homeowners in attendance and 2 proxies received.
3. Proof of Notice of Meeting
Notice was read by Melanie Peter that was signed by the Secretary, Kelly Lyle.
4. Reading and Disposition of any Unapproved Minutes
Debbie made a motion to waive the reading of the last board meeting minutes, Kelly seconded. All in favor. Kelly motioned to approve the August 29, 2016 minutes as written, Marianne seconded. All in favor.
5. Officer Report's
There were no reports given by any officers
6. Election of Directors
 - a. Nominations from the Floor
Derek Brous and Kenneth Monahan nominated themselves to the Board of Directors. The Board accepted their nominations to fill the 2 vacancies on the Board.
 - b. Change Number of Directors
Due to getting 2 nominations from the floor to make an odd number on the Board, the Board will remain as 7 members.
7. Unfinished Business
 - a. Lawn Maintenance Contract
Melanie advised homeowners in attendance that the new lawn maintenance contractor was Cross Cut and that their contract includes everything including mulch, trimming and annuals.
 - b. Entrance Lighting
Debbie and Sara explained the problems with the front entrance lighting and that they went with the lowest bidder to have the work completed.
 - c. Pressure Washing
Advised homeowners that the pressure washing company that was hired would be doing the front fence line, signs and sidewalks for \$500.
8. New Business
 - a. Association Attorney
Melanie explained that a new association attorney was hired. The attorney will be given the past due accounts to start collecting assessments. It was explained that the attorney hired for the association was a deferred attorney and there was no money paid by the association until accounts are collected on.

b. Adoption of 2017 Budget

Sara made a motion to approve the 2017 budget as proposed, Debbie seconded. All in favor. Maintenance assessment dues will remain at \$450 and will be due on January 1st. Late fees and collections will begin on accounts not paid by January 31st.

c. Street Lighting Petition

Sara made a motion to start the petition for the street lighting district, Kelly seconded. All in favor. Board members will go door to door and obtain signatures. It was suggested to put this information in the newsletter.

9. Community Discussion/Questions and Answers

- Violations – Board explained that the management company is enforcing the documents that were set in place by the developer.
- Street Parking – Owners were concerned with violation letters due to parking on the street. Per the documents, there is no long term street parking or parking on the empty lots. During large gatherings, guest should park on one side of the road in the flow of traffic.
- Patrol – The county traffic completed their assessment of the roads. Garrison will request they remove the tape off the streets where the statistics bar was placed. Once the speed limit signs are posted, law enforcement will be invited in to enforce the traffic concerns.
- Drainage in retention areas – Bids are being obtained for the repair of the drainage issues in the retention area.
- Dip in sidewalk – Owner mentioned a dip in the sidewalk due to a water break repair completed by Polk County. Garrison will contact utilities to repair the dip in the sidewalk.
- Trees overhanging fence by retention pond – Owner made the Board aware that there was a tree overhanging the fence from the other community near the retention pond. Owners were advised that they could cut trees back that overhang onto their properties. This would be at the associations or owners expense.
- Holiday Lighting – Sara advised owners that the holiday lighting will be installed at the front entrance for \$400 but not on the trees. If any owners wanted to put up extra lights around the trees, they were invited to install them.
- Management Contract – The management contract is signed with Garrison Property Services for one year.
- Entrance Lighting – Owners were concerned with the cost of the lights. Board went with the lowest proposal received.
- Meeting Sign – Owners requested the meeting sign placed at the front entrance be removed. The Board agreed to remove and place prior to meetings.

10. Adjournment

Meeting was adjourned at 7:49 pm

Club Hill Estates Homeowners Association, Inc.
Board of Directors Reorganization Meeting

September 27, 2016

- I. Call to Order
Meeting was called to order by Melanie Peter at 7:53 PM

- II. Appointment of Officer Positions for 2017
President – Debbie nominated Melanie, Sara seconded. Melanie accepted the position.
All in favor.
Vice President – Marrienne nominated Sara, Kelly seconded. Sara accepted the position.
All in favor.
Secretary – Debbie nominated herself. All in favor.
Treasurer – Sara nominated Kelly, Debbie seconded. Kelly accepted the position. All in favor.
Directors – Derek, Kenneth and Marrienne will be the remaining 3 directors.

- III. Set Date for Next Board Meeting
Next meeting was scheduled for January 9, 2017 at 6:30 pm.

- IV. Adjournment
Debbie motioned to adjoin, all in favor. 8:04 PM