

Club Hill Estates Homeowner's Association
Board of Directors Meeting Minutes - June 6, 2016 6:00 PM

1. Meeting called to order 6:05 pm. Board members in attendance: Brian Frederick, Sara Giles, Marianne Hoggard, Kelly Lyle, Debra Mulligan, Ana Patten, and Melanie Peter.
2. Secretary report - Meeting minutes from 05/16/16 meeting were reviewed and edited. Motion by Melanie seconded by Marianne to approve minutes with noted change; motion passed with majority vote.
3. Treasurer's Report
 - 3.1 Ana made available a list of unauthorized payments made within last 6 months and also noted we need to find cost savings. Brian noted that landscape maintenance and management company are highest costs and should be Board's primary focus at this point. Brian stated Kenny should have sought approval on prior invoices and management company should not have paid without prior authorization; however, the charges were not frivolous and were for services that should have been performed. These are all items to include in new scope of work Brian is currently developing. Board discussed insurance on fence and consensus was the policy is worthless and should not be renewed in August.
 - 3.2 Ana provided a list of homeowners who have not paid 2016 HOA dues. She would like to handle aged receivables by sending homeowners a reminder letter followed by a demand notice with a \$50 fine if dues are not paid. Board needs to provide homeowners with updated address where they should send HOA dues; this will be resolved when new management company is hired.
4. ARB report - Neighbor contacted Sara with complaint of next door neighbor's trees that are encroaching her property. Everyone agreed this is not an issue Board needs to handle; Sara will let neighbor know to handle directly with the offending neighbor.
5. New Business
 - 5.1 Management Company
 - 5.1.1 Discussion was held whether or not Board wishes to self-manage or hire another management company. Sara noted she joined the Board because there was oversight from a management company and wants to hire another management company until the Board is running smoothly. Marianne prefers to hire a management company. Kelly stated she would like to hire management company. Debbie prefers a management company because they know how to handle community issues. Melanie doesn't think the previous management company provided value and believes the Board is capable of self-managing the HOA. Ana would like oversight from another management company and noted she wants ability to check every penny spent. Brian says he has no preference and believes managing the HOA is very easy. He noted the most time-consuming job is Treasurer and ARB and also said it's up to Board to ensure inspections are done impartially and fairly and that all rules are followed and enforced. Motion by Brian seconded by Kelly to continue pursuing new management company. Motion passed 6-1 with Melanie voting no.
 - 5.1.2 Management Company Transition - Brian talked with Denise of Highland Community Management and she is unwilling to retract her cancellation of contract; the reason she gave is it is too expensive for her to work with

us. HCM's services ended June 3, 2016. As part of transition she will refund \$200 unauthorized payment and will work with us on transitioning to another management company. Brian said we need to obtain all files from Denise to review and give to new management company. Ana will work with Denise to let her know what we need from her. We also need to determine current signatories on the bank account. Marianne will call BB&T to determine who can sign and what needs to be done to change signatories on account as well as find out what fees are associated with our account. Brian and Ana will meet at bank next Monday (6/13) to change signatories.

5.1.3 Proposals for new management company

Debbie received bids from several management companies. John Hall with Polk Community Association submitted a proposal with price of \$400/month but we heard via word of mouth that he would reduce fee to \$250/month. Debbie will contact John to obtain final proposal price. AIA Property Management submitted bid for \$300/month, and Garrison Property Management came in at \$300/month. Debbie noted she called Denise last week and Denise stated she is willing to come back under a new contract; she sent Debbie a proposal and new price was listed at \$350/month. Garrison Property Management was most impressive in presentation. Brian asked Debbie, Melanie, and Ana to meet and select company they like most and bring them in for an interview on 6/13. We need to ask new company how they handle ARB issues.

5.2 HOA dues extension - The Gonzalez family at 5404 Pebble Beach Drive are requesting a payment arrangement of \$75/month for 6 months to begin 3rd day of each month. Motion by Brian seconded by Melanie to allow payment extension; motion passed with majority vote. Brian to e-mail homeowner and request they give check to Debbie for deposit.

5.3 Ana noted there have been 4-wheelers on common area in subdivision. Board discussed placing "No Trespassing" signs at front entrance and on fence near common areas.

6. Old business

6.1 Brian still working on developing scope for lawn maintenance

6.2 Debbie noted we have broken light in front of subdivision. She will call and ask lighting company about replacing the light. She suggested replacing lights one or two at a time with quality lighting as the budget allows. This item was tabled until banking issues are resolved.

6.3 Retention inspection - our community is up for inspection every 8 years and should have been inspected October 2015. Brian has a contact at Chastain Skillman who can perform inspection. Motion made by Brian seconded by Sara to allow Brian to approve inspection if cost of inspection is less than \$150; motion was passed with majority vote. Cost will be posted to repair and maintenance line item in budget.

6.4 Debbie noted she has replaced 8 sprinklers broken by cars parked/riding over them. Parking on street is still issue in areas of subdivision, particularly in front of subdivision.

7. Meeting was adjourned at 8:04 pm. Next HOA meeting to interview potential management company will be held 6/13/16 at 6 pm. Next regularly HOA meeting scheduled for 7/11/16 at 6 pm.