

CLUB HILL ESTATES HOMEOWNER'S ASSOCIATION
Board of Directors Meeting Minutes
August 9, 2016

1. Call to Order – Meeting was called to order by Vice President, Melanie Peter at 7:16 pm
 - a. Roll call and Quorum Confirmation - Present: Vice President, Melanie Peter; Secretary, Kelly Lyle; Director, Sara Giles; Director, Marianne Hoggard; Director, Debbie Mulligan; Elizabeth Jewell, LCAM and Joe Garrison from Garrison Property Services. Absent: President, Brian Frederick. 1 homeowner was present.
2. Business from the floor – Sara brought up a drainage issue and a 3x4 dip/hole. Joe discussed with the Board of dragging the area to remove any build up. Board requested Garrison obtain the inspection report from Brian. Joe will look at the dipped area and provide a proposal to correct the issue.
3. Secretary's Report –
 - a. Meeting Minutes Review and Approval - Melanie made a motion to accept the minutes from June 6, 2016 and June 13, 2016 as presented, Marianne seconded. All in favor.
4. Treasurer's Report – The Treasurer was not present at the meeting due to resigning from the Board on August 7, 2016.
 - a. Interim Report – The Board discussed the past due accounts. Board agreed to send late statements with notice of payment due within 30 days or late fees will be assessed per the documents section 19.2(B).
5. ARB Report – There is no committee established so the Board will remain as the acting Architectural Review Board. Discussion on procedures. This will be included in the newsletter going to residents.
6. Unfinished Business
 - a. Insurance deductibles and review of policies – Board discussed policy renewals. Kelly motioned to accept the proposal from Tower Hill that will include D&O coverage, fence & entrance coverage and crime policy at \$1,288.93 for the year, Melanie seconded. All in favor.
 - b. Lighting Repairs/Upgrades – Debbie discussed the findings of the lights and electrical issues at the entrance. Board discussed options of going LED or solar. Garrison showed an example of a solar light used at another community they manage. Debbie made a motion to try 2 solar lights, Marianne seconded. All in favor. The company has a 30-day return policy.
 - c. Entrance Sign Repairs – The entrance sign lettering is peeling. Garrison is obtaining suggestions on repairs. Tabled until next meeting.
 - d. Lawn Maintenance Scope of Work – Scope of work was being completed by Brian. Garrison obtained proposals based on current work being completed. Discussion on proposals received. Garrison brought to the Board's attention that they didn't have any insurance, license or workers comp on file for Ken's Lawn. Melanie motioned that Ken produce required documents within 48 hours and if he didn't have the proper coverage, his contract be terminated with cause and the proposal from Crosscut be accepted, Kelly seconded. All in favor.
 - e. Retention Area Inspection/Drainage Issue – Already discussed above under business from the floor.
7. New Business

- a. Reserve Savings Account – Garrison explained that both operating and reserve funds were given to them in one check and should be separate. Board agreed to open a reserve savings account. The Board will decide account signers after the annual meeting.
- b. Board of Director Terms – Discussion on terms of directors – Directors that came on in September 2015 were Jason, Melanie, Ana and Debbie; Directors that came on in March 2016 were Brian, Kelly, Marianne and Sara. Garrison will review terms of each director to verify who is up for election this year.
- c. Proposals for Budget
 - 1. Fence and Sidewalk pressure washing – Tabled
 - 2. Tree trimming above 25 feet – Tabled
 - 3. Mulch – Tabled
 - 4. Sprinkler Repair – This should be included in the lawn maintenance proposals
 - 5. Holiday Lighting – In the past, the association has used Hang your lights. The Board requested Garrison look into other companies and provide proposals.
 - 6. Annuals – Tabled
- d. Bidding Procedure – Garrison explained that most Board's set an amount to seek bids on. The Board will review this option at a later date. For now, all invoices will be reviewed by the Board prior to payment. Any work outside the day to day operation will be approved by the Board.
- e. Community Newsletter – Sara gave Garrison some ideas and Garrison will be putting a draft together for the Board to review and distribute with the annual mailing.
- f. Set date/time for annual meeting – Annual meeting was scheduled for September 27, 2016, 6:30 pm at St Stephens Episcopal Church on Hwy 540A. Board agreed to a donation of \$50 and Garrison will verify arrangements with the church.
- g. Budget Meeting – Budget meeting was scheduled for August 29, 2016, 6:30 pm at Crispers. Garrison will send budget draft to Board for review.

Adjournment – Meeting was adjourned at 9:15 pm