



Annual Meeting Minutes January 24, 2019

Attendance:

BOD Present: Bob Brethen, Jeremy Hall, Shannon Waterman, David McAlexander

BOD Absent:

Management Present: Cass Shepherd

- 7:05pm Bob opened the meeting and covered introductions and the agenda
- 7:08pm Bob reviewed the January 2018 Annual meeting minutes
- 7:09pm 2018 Year in Review – Bob
- Completed the traffic study with the town and 25mph signs installed
 - 12 new (compliant) Stop signs installed
 - New Playground installed
 - Pine tree (Christmas tree) planted by clubhouse
 - New Website and social media vendor - ADCO
 - Various maintenance, clubhouse (garbage disposal, water back flow preventer), landscape, pool
 - New Pool vendor selected – Swim Club Management
 - New Insurance vendor - Erie
- 7:14pm Financial Review – David
- No issues with 2019 financials
 - Upcoming 2019 expense for pool deck, tennis court
- 7:20pm Committee Report - All
- Board members briefly reviewed committees currently in place (Architectural Review, WEB Site, Club House, Pool, Social, Swim Team)
- 7:30pm Election for the 3 open spots on the BOD
- The ballot was reviewed and those running were introduced
 - Due to no quorum, no official election could take place
 - The board members whose terms are set to expire will resign creating vacant seats on the board
 - The majority of the remaining board members have the authority to appoint new members to the vacant seats for the same term as if they were elected
- 7:40pm Open forum
- Additional talking points were discussed: volunteer opportunities, social media within the neighborhood.
- 7:50pm Bob moves to adjourn the meeting



Annual Meeting Minutes
January 24, 2019

The next BOD Meeting is scheduled on Monday February 28th 2018 at 7PM at the clubhouse.



Board of Directors Meeting February 28, 2019

Attendance:

BOD Present: Kathryn Plunkett, Bob Brethen and Jeremy Hall

BOD Absent: Shannon Waterman and David McAlexander

Management Present: Cass Shapard (not present)

7:08pm Meeting call to order

7:08pm Appointment of Board Members and Officers

- Board members (Bob & Kathryn) appointed Dave, Jeremy and Shannon to the board since there was no quorum at the annual meeting, thereby no official vote could be taken.
- Same rolls as last year – Bob President, Shannon VP, David Finance, Jeremy Liaison, and Kathryn Secretary

7:10pm Financial Review – check with Dave on rolling one of the CDs

7:15pm Old Business

- House on Longbow back on AirBnB – Bob will follow-up with Cass on this issue

7:15pm

New Business

- CPI Security – lights and recording camera. Will record for 2 weeks before turning over. Two (2) cameras – Need further discussion regarding cost.
- Tennis court wind screen – Bob will have quote for next meeting. 2 screens. Destroyed from hurricane winds
- Pool quotes:
 - Initial assessment maintenance review – Pool mgt to come to next bod meeting
 - Pool Deck – Review 3 options – would have to tap reserves if we did the 2nd or 3rd option.
 - Option #1 = Deck Repainting \$10,850 (3-4 yrs possible)
 - Option #2 = Deck Resurfacing \$44,100 (up to 10 yr potential)
 - Option #3 = Deck Replace \$111,000+ (tear-out, replace concrete)
 - Starting Block and Cover – need to re-drill
- Tennis court – new cracks – need quote and review at next meeting
- Walkway – boards and timbers – need quote to replace
- Landscaping – lights (random), bad drainage issue near playground and basketball court.
- Swim team schedule



Board of Directors Meeting
February 28, 2019

8:30pm	Open Forum
8:45pm	Meeting Adjourn

The next BOD Meeting is scheduled for TBD in the Stephens Grove Clubhouse.



Board of Directors Meeting Minutes April 11, 2019

Attendance:

BOD Present: Kathryn Plunkett, Bob Brethen, and David McAlexander

BOD Absent: Jeremy Hall and Shannon Waterman

Management Present: Cass Shapard (not present)

7:00pm Meeting call to order

7:05pm Financial Review –

7:15pm Old Business

- House on AirBnB – Bob will follow-up with Cass on this issue – have Cass bring home owner in for a hearing.
- Pool quotes:
 - Initial assessment maintenance review – Pool Mgt to come to next BOD meeting
 - Pool Deck – Review 3 options – Option #1 = Deck Repainting \$10,850 (3-4 yrs possible) approved – to be completed prior to pool opening
 - Starting Block need to re-drill – pending deck repainting
- Swim team schedule - approved

New Business

- CPI Security – lights and recording camera. Will record for 2 weeks before turning over. Two (2) new cameras – Need further discussion regarding cost. – Bob to provide quotes next meeting. Monthly cost will go up \$20 per month. Verify if wireless and inferred.
- Tennis court wind screen – Bob will have quote for next meeting. 2 screens. Destroyed from hurricane winds – 45 feet \$10 per foot.
- Tennis court – new cracks – need quote and review at next meeting - \$22K to reservice the whole court. Need them to quote the just the cracks.
- Walkway – boards and timbers – need quote to replace – Bob and son may do as a summer project
- Landscaping – lights (random) – Jeremy Completed
- Bad drainage issue near playground and basketball court.
- Pool schedule – Open Saturday May 11th
- Front Door Colors- what are the architecture guidelines for door color? Bob to look into the CCR.
- New Sign at entrance – Shannon offered to get quotes – f/u next meeting
- Byrd's Group plan of action, sprinklers - complete



Board of Directors Meeting Minutes April 11, 2019

- Approval to keep pool open until 10, 4 nights – BOD did not approve since it was not budgeted. Will need to review next budget cycle.
- Pool light poles-it looks like we need 3 or so light bulbs replaced on the tall light poles. We need an electrician to replace them before the pool opens. Need to find if it is a circuit or the lights.

7:45pm Open Forum

8:00pm Meeting Adjourn

The next BOD Meeting is scheduled for May 20, 2019 in the Stephens Grove Clubhouse.



Board of Directors Meeting Minutes June 24, 2019

Attendance:

BOD Present: Kathryn Plunkett, Bob Brethen, Shannon Waterman

BOD Absent: Dave McAlexander

Management Present: Cass Shapard

7:00pm Meeting call to order – Bob Brethen

7:05pm Executive Session

7:20pm Financial Review –

7:30pm Old Business

- CPI Security – Adding 2 recording cameras. Will record for 20 days before turning over. Monthly cost will go up \$20 per month. Verify if wireless and infrared. It is infrared – Dave ok with the cost. **Complete**
- Tennis court wind screen – Bob will have quote for next meeting. 2 screens. Destroyed from hurricane winds – 45 feet \$10 per foot. **Complete**
- Tennis court – new cracks – need quote and review at next meeting - \$22K to reservice the whole court. Need them to quote the just the cracks. Look at the finances and do in the Spring.
- Walkway – boards and timbers – need quote to replace – Bob and son may do as a summer project – Dave has lumber
- Landscaping – lights (random), bad drainage issue near playground and basketball court. Jeremy completed. **Complete**
- New Sign at entrance – Shannon offered to get quotes – f/u next meeting – message board - check Riverbend – Cass to email out other managers.

New Business

- Pool maintenance update – the pool wasn't backwashing properly. Put in 3 new Valves.
- County came in and we have 8 citations that need to be fixed in 30 days or they close the pool. Dave has the information regarding the citations. Need to identify who should fix...maybe to pool management company. **This appears to be resolved.**
- After pool closes this summer – drain pool and acid wash. Will need a quote.
- Pool lights not working in the pool.
- Check cost to fix drainage in front of the clubhouse.
- Landscaping lights still an issue – check with Byrd



Board of Directors
Meeting Minutes June 24, 2019

7:50pm Open Forum

8:00pm Meeting Adjourn

The next BOD Meeting is scheduled for August 26, 2019 in the Stephens Grove Clubhouse.



Board of Directors Meeting Minutes August 26, 2019

Attendance:

BOD Present: Kathryn Plunkett, Bob Brethen and Jon Hayes

BOD Absent: Shannon Waterman

Management Absent: Cass Shapard

7:20pm Meeting call to order

- Motion to appoint Jon Hayes to the board for the remainder of the year filling the spot from Jeremy. Motion passed 3-0

7:25pm

- Financial Review – Cass will attend the September meeting to discuss the 2020 budget
- Discussed the option to stage the CD's so they are not maturing at the same time.

7:30pm Old Business

- CPI Security – lights and recording cameras. Will record for up to 20 days before turning over. Two (2) outdoor cameras – Monthly cost will go up \$20 per month. CPI will be here on September 3rd to install cameras.
- Tennis court – new cracks – need quote and review at next meeting -\$22K to re-surface the whole court. Also, check on quote for fixing just the cracks. Look at the finances to complete in the Spring.
- Walkway – boards and timbers – need quote to replace or fix in-house
- New Sign at entrance – Shannon offered to get quotes – f/u next meeting – message board - check Riverbend – Cass to email out other managers.
- After close – drain pool and acid wash. Will need a quote. \$5K - \$10K? – Spring might be better than Fall.
- Need quote for new cover for pool - \$10K to \$12K
- Check cost to fix drainage in front of the clubhouse. Byrd will get back with quote to Bob.
- Landscaping lights still an issue – check with Byrd – bake it into the 2020 contract

7:55pm New Business

- Insurance estimate for clubhouse floors – Shannon to follow-up.
- Build/Buy lockable cabinets for CPI video recorder and modem/router – Hank will be installing a box to for locking.



Board of Directors Meeting Minutes
August 26, 2019

- Quote on electrical timer for outdoor lights – Hank will provide

8:10pm Open Forum – No topics

8:15pm Meeting Adjourn

The next BOD Meeting is scheduled for September 23, 2019 in the Stephens Grove Clubhouse.



Board of Directors Minutes September 23, 2019

Attendance:

BOD Present: Kathryn Plunkett, Bob Brethen, Shannon Waterman, and John Hayes

BOD Absent:

Management Present: Cass Shapard

7:15pm Meeting call to order -

7:20pm Financial Review

- Discussed the option to stage the CD's so they are not maturing at the same time.
- No need to increase dues for 2020 budget
- Motion to approve budget passed 4 – 0
- Budget ratification meeting scheduled for November 18, 2019

7:30pm Old Business

- Tennis court – new cracks – need quote and review at next meeting - \$22K to reservice the whole court. Need them to quote the just the cracks. Look at the finances and do in the Spring. Bob
- Walkway – boards and timbers – need quote to replace – Bob has lumber Timing TBD
- New Sign at entrance – Shannon offered to get quotes – f/u next meeting – message board. Shannon will follow-up
- Estimate price is \$1,800 to acid wash, however, that doesn't include the draining and refill of the water. Need a quote from SMG.
- Planning for \$40K to re-plaster pool in approximately 3 years. Will need to build into budget.
- Need quote for new cover for pool - \$10K to \$12K - Pool cover can go another 2 years – Remove from future minutes.
- Check cost to fix drainage in front of the clubhouse. Byrd will back with quote to Bob.
- Landscaping lights still an issue – check with Byrd – bake it into the 2020 contract - Complete
- Insurance estimate for clubhouse floors – Cass emailed Brian Sheehan to request confirmation that they will file with their insurance company and pay for repairs.
- Build/Buy lockable cabinets for CPI video recorder and modem/router – Hank will be installing a box to for locking. \$600 for the cabinet
- Quote on electrical timer – Hank will provide – just time and materials

New Business

- Discussed new issues with landscaping in neighborhood – Cass will monitor



Board of Directors Minutes
September 23, 2019

- Discussed issues regarding street parking on Horseshoe
- Cass sent request to have potholes repaired on Horseshoe
- Discussed issues with commercial vehicles parking in at resident's homes

7:55pm Open Forum – No topics

8:00pm Meeting Adjourn

The next BOD Meeting is scheduled for November 18, 2019 unless there are any hearings in the Stephens Grove Clubhouse.



Board of Directors Minutes
November 18, 2019

Attendance:

BOD Present: Kathryn Plunkett, Bob Brethen, and Shannon Waterman

BOD Absent: John Hayes

Management Present: Cass Shapard

7:00pm Meeting call to order

7:05pm Financial Review –Budget ratification – Successfully ratified

7:10pm Old Business

- Tennis court – new cracks – need quote and review at next meeting - \$22K to reservice the whole court. Need them to quote the just the cracks. Look at the finances and do in the Spring. Bob – Leave on year end and remove from future agenda
- Walkway – boards and timbers – need quote to replace – Bob and son may do as a summer project – Bob has lumber Timing TBD -Complete remove from future agendas
- New Sign at entrance – Shannon offered to get quotes – f/u next meeting – message board. Shannon will follow-up – In Process
- Estimate price is \$1,800 to acid wash, however, that doesn't include the refill of the water. Need a quote from Water District.– Spring might be better than Fall. \$40K to re-plaster pool in approximately 3 years. Will need to build into budget. – Leave on year-end discussion and remove from future agendas
- Check cost to fix drainage in front of the clubhouse. Byrd will back with quote to Bob. In process
- Insurance estimate for clubhouse floors – Cass emailed Brian Sheehan to request confirmation that they will file with their insurance company and pay for repairs. Complete – work starts Wednesday 11/20/19 and will be complete in 3 days
- Build/Buy lockable cabinets for CPI video recorder and modem/router – Hank will be installing a box to for locking. \$600 for the cabinet – Complete
- Quote on electrical timer for club house canopy lights – Hank will provide – just time and materials - Complete

7:25pm New Business

- Reviewed Agenda for Annual Meeting
- Swim Club review of necessary expense for 2020 Operation
 - Discussed and agreed to certain items. Bob will sign, scan and send back. Send copy to Cass.



Board of Directors Minutes
November 18, 2019

Pool updates / improvements – approved

- Pump Seals in main and baby pumps - \$575.00
- Pool Cover anchors replacing - \$850.00
- Ladder anchors for back left ladder - \$800.00
- Filter Sand change for 3 filters (one completed in 2019) - \$1400.00
- VGB Equalizers (10) - \$680.00
- Acid Wash of pool surface - \$1800.00
- Pool Deck concrete cracks - \$720.00
- Fix underwater pool lights on the left side of the pool as you walk into the pool area. The lights work, but the circuit breaker trips – need seals replaced – Cost unknown at this time

- 7:35pm Open Forum –
- Discussed neighbors’ concerns with AirBNB rental and the steps the HOA Board has taken to resolve
- 7:45pm Executive Session
- 8:00pm Meeting Adjourn

The next BOD Meeting is scheduled for January 27, 2020, Annual Meeting.