



Annual Meeting Minutes January 27, 2020

Attendance:

BOD Present: Bob Brethen, Shannon Waterman, Kathryn Plunkett

BOD Absent: Jon Hayes

Management Present: Cass Shepherd

- 7:05pm Bob opened the meeting and covered introductions and the agenda
- 7:08pm Bob reviewed the January 2019 Annual meeting minutes
- 7:10pm 2019 Year in Review – Bob
- CPI Security – 2 new outdoor cameras installed. 24hr recording added, will cover 3-4 weeks - \$1015.66
 - Tennis court wind screens replaced - \$450.00
 - Poor drainage issue addressed near playground and basketball court - Free
 - Pole (4) lights repaired at Pool w/digital timers - \$2600.00
 - Pool Costs:
 - Deck repair / repainting - \$10,850
 - Crack repairs in pool deck concrete - \$2700.00
 - Electrical Bonding - \$2800.00
 - Install 3 ‘Jandy’ valves (aid with backwashing pumps) - \$3600.00
 - Starting Blocks bolts re-drilled -
 - Depth markers, faulty pool light - \$589.88
 - 4 new umbrellas, 2 bases - \$654.10
 - Pressure Clean Pit (backwashing) - \$634.65
 - Baby Pool Chlorinator - \$268.13
 - Chemicals / Chlorine Shock - \$334.62
- 7:18pm Financial Review – Bob
- No issues with 2019 financials
 - Reviewed potential 2020 expenses for pool, tennis and basketball court
- 7:24pm Committee Report - All
- Board members briefly reviewed committees currently in place (Architectural Review, WEB Site, Club House, Pool, Social, Swim Team)
- 7:33pm Election for the 4 open spots on the BOD
- The ballot was reviewed and those running were introduced
 - 3 slots for two years, 1 slot for one year
 - 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



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- 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

7:42pm

Open forum

- Additional talking points were discussed: volunteer opportunities, social media within the neighborhood.

7:55pm

Bob moves to adjourn the meeting

The next BOD Meeting is scheduled on Monday February 24th 2020 at 7PM at the clubhouse.



Board of Directors Meeting Minutes March 02, 2020

Attendance:

BOD Present: Kathryn Plunkett, Bob Brethen, Shannon Waterman

BOD Absent: None

Management Present: Cass Shapard (not present)

7:08pm Meeting call to order

7:08pm Appointment of Board Members and Officers

- Board member (Shannon) appointed Bob and Kathryn 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, Kathryn Secretary and Jeremy Hall Financial Liaison

Note: Due to the Pandemic and a Stay at Home order in North Carolina the meeting minutes are inaccessible in a board members corporate office. When the office is re-open for access, we will update these meeting minutes and post.

Financial Report

-

Old Business

-

New Business

-

Committee Reports

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Open Forum.

Meeting Adjourned

The next BOD Meeting is scheduled for 7:00pm on April 27, 2020 in the Stephens Grove Clubhouse.



Board of Directors Meeting Minutes April 27, 2020

Attendance:

BOD Present: Bob Brethen, Shannon Waterman, Kathryn Plunkett
Management Present: Cass Shepherd

- 7:02pm Meeting called to order – **Note: due to the pandemic and a stay at home order. This meeting was held via teleconference.**
- 7:03pm Budget Review
- No issues to report, delinquent report to be discussed during executive session
- 7:04pm Old Business
- Status of pool projects approved and underway for completion
 - Acid Wash main pool – complete
 - Pump Seals in main and baby pumps - complete
 - Pool cover anchors - complete
 - Deep End Ladder anchors - complete
 - Filter sand change for 2 filters - complete
 - VGB Equalizers for main pool - complete
 - Pool deck concrete cracks – postponed for 1 year
 - Fix underwater pool lights – not completed
 - Review status of projects approved from project list 2020 - 2021
 - Pool cover – quotes being requested
 - Re-Plaster of pool – quotes being requested
 - Tennis courts – contract signed, Sport Court Carolina
 - Basketball court – contract signed, Sport Court Carolina
 - Resurface cost for both courts \$18,844
 - Create more shade – completed (furniture, umbrellas ordered)
- 7:25pm New Business
- Neighborhood compliance letters – due to the pandemic and potential financial hardships, Hawthorne Management will not be sending out letters for the next 30-60 days.
 - Pool opening – the pool opening will be delayed due to the pandemic. The board will be working with Hawthorne Management, Swim Club Management Group and the



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State Health Department for future guidance. At this time the Governor has ordered all pools closed until further notice.

- Due to the Governors stay at home order, the playground, basketball court and tennis courts have been closed.
- The Stephens Grove / Latta Plantation neighborhood swim team season has been cancelled

7:45pm Executive Session

8:00pm Meeting Adjourn

The next BOD Meeting is scheduled on Monday TBD 2020 at 7PM at the clubhouse.



Board of Directors Meeting Minutes August 24, 2020

Attendance:

BOD Present: Bob Brethen, Shannon Waterman, Kathryn Plunkett
Management Present: Cass Shepherd

7:08pm Meeting called to order

7:15pm Budget Review

- Delinquent report to be reviewed in the Executive Session
- Reserve Study started, 6-8 weeks before the preliminary report review
 - Will post summaries of survey once done, not the whole report

7:30pm Old Business

- Status of pool projects approved and underway for completion
 - Pool deck concrete cracks – postponed for 1 year
 - Fix underwater pool lights – not completed
- Review status of projects approved from project list 2020 - 2021
 - Pool cover – quotes being requested
 - Still need quotes
 - Re-Plaster of pool – quotes being requested
 - Received at least 1 quote to date
 - Add capping the filters on the side as an option, not quoted yet
 - Tennis court – contract signed, Sport Court Carolina
 - Supplier won't complete work if there is 30% chance of rain that is why it isn't done as of today.
 - Basketball court – contract signed, Sport Court Carolina

7:45 pm New Business

- Pool Survey
 - Issued a \$25 gift card to a random winner that participated in the pool survey
 - Committee team requesting quotes for pool projects
 - Keeping in touch with the folks that issued the survey
- New budget goes into effect in January 2021



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- Yoga Request – no problem with yoga on the lawn can be residence only.
- Investigate robot that cleans pool and lowers temperature of pool – approx. \$2500
- Investigate gating that closes off parts of the pool so it can be used in none swimming months

7:55pm Open Forum

8:00pm Meeting Adjourn for Executive Session

The next BOD Meeting is scheduled on Monday, September 28, 2020 at 7PM at the clubhouse.



Board of Directors Meeting Minutes September 28, 2020

Attendance:

BOD Present: Bob Brethen, Shannon Waterman, Kathryn Plunkett
Management Present: Not present

- 7:33pm Meeting called to order
- 7:34pm Budget Review – Will review the proposed budget to approve as a Board, it will then be sent out to neighborhood for the November, 16th ratification meeting. The 2021 Budget will remain flat with no dues increase.
- 7:40pm Old Business
- Status of pool projects approved and underway for completion
 - Fix underwater pool lights – Shannon spoke to Jacob at pool company. Still in progress – not completed
 - Review status of projects approved from project list 2020 - 2021
 - Pool cover – quotes being requested
 - Still need quotes – for this winter we will use what we have but will do a quote for next year
 - Trident will be testing the pool water and send it to the State testing lab for review.
 - Re-Plaster of pool – awarded the contract to Trident, to be completed this fall
 - Tennis and Basketball courts – Sport Court Carolina - Completed pending new net, winch handle, tie down strap
 - Reserve Study – preliminary report due in 6 – 8 weeks
 - The Board will post the executive summary of study, but not the whole report – No update on Reserve Study as of this meeting
 - Investigate robot that cleans pool and lowers temperature of pool – approx. \$2500 – place on list for 2022.
 - Investigate gating that closes off parts of the pool so it can be used in none swimming months
- 7:55pm New Business
- Reviewing with CPI security cameras for basketball court and playground
- 8:30pm Meeting Adjourned

The next BOD Meeting is scheduled on Monday, November 16, 2020 at 7PM at the clubhouse.



Board of Directors Meeting Minutes November 16, 2020

Attendance:

BOD Present: Bob Brethen, Shannon Waterman, Kathryn Plunkett
Management Present: Not present

7:05pm Meeting called to order

7:05pm Financial Review

- 2021 Budget ratification – approved
- No current issues, reviewed the 2020 Reserve Study
- Solid financial shape moving into 2021

7:40pm Old Business

- Status of pool projects approved and underway for completion
 - Pool cover still need quotes – for this winter we will use what we have but will request a quote for next year
 - The pool renovation is underway, re-plaster, new updated coping
 - Trident sent water for the State lab to review – will review results from water testing before they fill the pool up after the re-plaster
- Reserve Study – executive summary of survey will be posted on our WEB Site
- Investigate gating that closes off parts of the pool deck area can be used in non-swimming months – still in process

7:55pm New Business

- Cameras for basketball court – still waiting for quote from CPI
- Dues will not increase in 2021
- Jeremy will be setting up the holiday lights – post on Next Door to request for help
- Quote for bathrooms, received and under review
- Need Byrds Group (Brent) to fix landscaping where water drain was broken
- Bob approved new seals for pumps and replace baby pool drain (per NC statutes)

8:30pm Meeting Adjourned

The next BOD Meeting is scheduled on Monday, January 25, 2021 - Annual Meeting at 7PM at the clubhouse, or by mailing.