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Board of Directors Meeting Minutes

June 7, 2016

PRESENT

Greg Schindler, President
Stan Thurber, 1st Vice President
Karen Blackwell, 2nd Vice President Security
Michelle Eubank, Secretary
Jamie DeLoatche, Treasurer
Connie Shinaver, Area 1 Director
Margie Naranjo, SCS Management Services, Inc.

Tim McWilliams, Area 2 Director
Gerome D'Anna, Area 3 Director
Kelley Minor, Area 4 Director
Bryan Thomas, Area 5 Director
Ryan Aduddell, Area 6 Director

General Meeting Audience: approximately 15 people

ABSENT

Ryan Pyle, 3rd Vice President
Sandy Remson, Area 7 Director

Executive Session - Part One (7 – 7:40 p.m.)

Homeowner Hearing: A Resident addressed the Board regarding a violation letter they received for their fence not in compliance with the Architectural Guidelines. As the resident explained, he installed the fence as it was approved by Memorial Northwest Architectural Committee. The Board explained to the resident that the proper materials were not used and the fence is in the roadway-line-sight easement. The Board requested that the resident review his survey plat for the easement lines and resubmit his application. The Board thanked the resident for attending the meeting. It informed the resident that no further letters will be sent and that it looks forward to receiving his updated fence-installation application.

The Board reviewed the Legal Status Report. No additional action was needed.

General Meeting (7:45 – 9:15 p.m.)

Call to Order:

Mr. Schindler confirmed that a quorum was present and called the General Meeting of the HOA Board to order at 7:45 p.m. Mr. Schindler explained to the audience of residents present at the meeting that due to time constraints, the Executive Session will continue after the General Meeting concludes.

Mr. Schindler summarized the Executive Session - Part One as noted above.

Consent Agenda:

The Board of Directors ratified the email approval(s) of:

- May 3, 2016, Meeting Minutes

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Committee Reports:

Contracts: Mr. Thurber informed the Board that there were no contracts up for expiration in the next three months.

Common Areas: Mrs. Minor reported that the Committee is working on improving the areas around the community by replacing lights that were stolen.

Deed Restrictions: Mr. Pyle was not in attendance. Therefore no report was presented.

Health and Fitness: Mr. McWilliams informed the Board that the Committee had no new business to report.

Community Center: Mr. Thomas informed the Board that the Committee had no new business to report. The pool light proposal was presented for approval. After discussion, the Board unanimously denied the proposal as presented.

Media and Web: Mr. Deloatche reported that the Committee is continuing to work on better ways of communicating with the community.

Safety and Security: Mrs. Blackwell reported that due to being new to the position, she is in-the-process of getting to know the Officers and their contract. Mrs. Blackwell should have a more detailed report at the July HOA meeting.

Social and Educational: No report was given.

Tennis: No report was given.

Deed Restriction Process for Force Mows: Mrs. Naranjo informed the Board about the Force Mow procedures. A Lawn Letter gives the resident ten days to mow their lawn. Once the ten days have expired, the property can be Force Mowed. Mrs. Naranjo explained that since SCS Management is not contracted to inspect a property twice a month, it will be 30 days before a property will be Force Mowed. However, the Area Directors after the ten day notice can request SCS Management to have the property force mowed.

Homeowners to Address the Board:

Mr. Schindler opened the floor to those residents wishing to address the Board. The homeowners in attendance expressed concerns regarding the following issue(s) in the community:

1. Pool water quality
2. Mosquito fogging: Will there be an increase due to all the rain?
3. Recycling is not getting picked up on several streets in MNW.
4. The Landscaper is not picking up grass clippings in the MNW cul-de-sacs.
5. Residents are requesting that drinking water be provided by the HOA at the community pool.
6. Pool bathrooms do not have adequate supplies of paper towels and soap. It was requested that paper towel holders that can hang on the wall be provided. The current paper towel holders sit

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on the counters and do not work properly. This causes all the paper towels in the holder to become saturated with sink water and unusable.

7. The playground is not being mowed. Therefore, residents are not able to use this amenity.

Treasurer's Report: Mr. Deloatche presented the Treasurer's report. He noted that as of May 31, 2016, the Association was 94% collected on 2016 assessments. Also, 101% of the total budgeted income was collected and 30% of the total budgeted expenses were used.

The association collected \$24,078.84 in assessments during the month of May.

Management Report for April 2016:

Mrs. Naranjo reported the following:

- **Deed restrictions:** A total of 197 properties were cited during the month of May. A majority of those letters requested that residents clean-up their property (mildew, tree trimming, and trash cans). A total of 39 violations are on the Board Referral List and 158 violations were cleared from April.
- **Collections:** There are 18 residents on payment plans and two bankruptcies.
- **Phone Calls:** During May, SCS Management received 84 calls for Deed Restrictions and 12 calls for Assessments.

Unfinished Business: None

New Business: None

Adjournment:

There being no further general business to come before the Board, Mr. Schindler adjourned the General Meeting of the Board at 9:15 p.m.

Executive Session – Part Two (9:20 – 10:00 p.m.)

Connie Shinaver left the meeting.

Deed Restrictions: The Board reviewed and discussed the Board referral list and approved 16 accounts to receive Notice of Non-Compliance Letters and 15 second letters.

Collections: In accordance to Memorial Northwest's collection policy, the Board approved 19 homes that are two-years delinquent to the HOA's attorney for further collections.

- MEETING MINUTES END -