



“A Community Committed to Family”

**BOARD MEETING AGENDA
January 26, 2014**

I. CALL TO ORDER

- A. Roll Call
- B. Acceptance of the January Agenda
- C. Acceptance of the December General Meeting Minutes
(M: Dr. Trey Thompson; 2nd: Ms. Love Anderson) via email
- D. Welcome Elected Board Members

II. OFFICERS’ REPORTS

- A. Administrative Items Laura Delauney
- B. Financial Report Love Anderson

III. COMMITTEE REPORTS

- A. Community Maintenance Trey Thompson
- B. Community Socials Laura Delauney
- C. Landscaping Aaron Harrison
- D. Special Projects At Large

IV. COMMUNICATIONS

- A. Newsletter Terrence Scarborough

V. OTHER BUSINESS

- A. N/A

VI. CLOSING REMARKS

- A. President Laura Delauney
- B. Board At Large
- C. Next Meeting: March 16, 2014 at 7:30 pm (Aaron’s)

VII. ADJOURNMENT



“A Community Committed to Family”

**BOARD MEETING MINUTES
January 26, 2014**

BOARD MEMBERS PRESENT

Ms. Laura Delauney, President
Mr. Terrence Scarborough, Secretary
Ms. Love Anderson, Treasurer

Dr. Trey Thompson, Community Maintenance
Mr. Aaron Harrison, Landscaping

HOMEOWNERS PRESENT

None.

I. CALL TO ORDER

- A. Laura called the meeting to order at 7:31 pm.
- B. Roll Call results are listed above.
- C. Trey moved that the January General Meeting minutes be approved with edits. Love gave the second and the motion carried (action performed via email).
- D. Laura welcomed Aaron back to the board.

II. OFFICERS' REPORTS

A. Administrative Items

Laura Delauney

- Laura reviewed the responsibilities of each office and committee chair (see attached).
- We identified the following meeting dates and hosts: 3/16 (Aaron); 6/1 (Love); 7/20 (Aaron); 9/21 (Trey); 11/16 (Love)
- It was reiterated that we try to respond to community correspondence within three days. We should also only respond to the correspondence dealing with our respective committees and responsibilities.
- Additionally, we should proofread all correspondence by multiple readers before publishing documents to neighbors and businesses.

B. Financial Report

Love Anderson

- We have \$48,327.74 in the bank. Bank statements will be scanned and uploaded.
- There are 20 properties that have not paid their 2014 dues. Of the 20, 4 have contacted Love and made arrangements. Love will reach out to the remaining 16 by 1/31.
- Our taxes have been completed and will be mailed on 1/27.
- Those on the bank account must obtain an individual login and password.
- We will discuss establishing a PayPal to collect dues at the 2015 General Meeting.

III. COMMITTEE REPORTS

A. Community Maintenance

Trey Thompson

- There were 4 violation letters mailed (1 for mulch, 2 for shutters, 1 for trash bins).
- Trey and Laura also met with a concerned homeowner regarding how the Board enforced the bylaws and communicated with homeowners. At the conclusion of the meeting, the homeowner had a better understanding and made suggestions to the Maintenance Policy Letter. Trey will incorporate the suggestions and send to the Board for final approval. The homeowner also sent a thank you email to Trey and Laura.
- During the General Meeting, Trey was asked if he could send out Lawn Care Tips. He agreed and will distribute the spring tips with the February Newsletter.

B. Community Socials

Laura Delauney

- Laura asked our thoughts of including pizza with the ice cream social to increase turnout. After brainstorming, Laura was asked to obtain quotes on the rental of a bounce house, ice cream, pizza, and salad. She was also asked to obtain the quote for our Fall BBQ so that we can see how the two potential events are aligned with our 2014 budget of \$1,000.
- The Ice Cream Social Fun Day will be on 5/31.

C. Landscaping

Aaron Harrison

- Aaron passed out his plans for the year (see attached). All agreed and were excited about the plans. We will have a Mulch Day, with colored mulch, in early spring.
- He will also speak to Agape to negotiate the renewal of our contract.

D. Special Projects

At Large

- Laura asked our thoughts on how to proceed with the sidewalk project. Love stated that the concrete alone would be roughly \$15-20,000 to connect Forest Creek and Coronado Lane. It was agreed that we table the sidewalk project until we have resolved the land purchase from the Speight family.
- The Speight family is waiting on us to obtain the survey of the amount of land we would like to purchase. Love has reached out to an attorney to begin the process.
- Ian Anderson found a solar light at Lowe's for \$30 that he believes is comparable to the \$100 solar light. We agreed to have him purchase 3 lights and set them up to see if they will be bright enough. If so, we will work on securing them from robbery. If not, he will return them to Lowe's.

IV. COMMUNICATIONS

A. Newsletter

Terrence Scarborough

- The February edition will go out in the first week and include the May Social; Lawn Care; and an updated e-copy of the directory. A Parking and Sidewalk Violations Notice will be placed in the mailboxes, on colored paper, independent of the Newsletter.
- Laura will contact new homeowners and give contact info to Terrence.

V. OTHER BUSINESS

A. N/A

VI. CLOSING REMARKS

A. President

Laura Delauney

- None.

B. Board

At Large

- None.

VII. ADJOURNMENT

Terrence moved that the meeting be adjourned. Trey gave the second and the motion carried. Laura adjourned the meeting at 9:11 pm.

The next meeting is set for Sunday, March 16, 2014 at 7:30 p.m. at Aaron's.

CC: Chadsford HOA Board

CHADSFORD LANDSCAPING COMMITTEE

2014 GOALS

1. Replant the Front Entrance Plantings: \$173

- A.) Replace bush, 1 at \$25 = \$25
- B.) Add summer grasses, 8 at \$10 = \$80
- C.) Add lantana, 7 at \$6 = \$48
- D.) Soil amendment, 4 bags at \$5 = \$20

2. Replace Patio Plants: \$34

- A.) Sky Pencils, 2 plants at \$10 = \$20
- B.) Potting Soil, 2 bags at \$7 = \$14

3. Renew Front in the Fall: \$60

- A.) Winter greens, 12 plants at \$5 = \$60

4. Community Mulch Day: \$500

We will mulch the areas around the two signs, the shrubs on right of Coronado and left of Forest Creek, and the patio area. We will also plant Indian Hawthorns and Junipers, which are low cost and drought tolerant trees and bushes.



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Roles and Responsibilities of HOA Board Members

President

- Facilitate all Board and General Meetings
- Serve as main contact for the Board
- Answer all general emails to Board

Vice President

- Fulfills duties of President in the President’s absence

Secretary

- Take minutes at each meeting, present them to board for approval, email them to the homeowners and post on the website
- Keep neighborhood directory updated (private & shared)
- Communicate with Chair of the Socials Committee
- Create and distribute newsletters

Treasurer

- Track dues, seek payment for delinquent accounts
- Pick up checks from Post Office and deposit in HOA bank account
- Pay bills
- Maintain annual budget
- Coordinate with attorneys and CPA
- File taxes

Community Maintenance Committee

- Keep track of houses on the market in the neighborhood

Common Area Landscaping

- Negotiate annual contract with landscaping company and present to Board
- Obtain new bids as necessary
- Oversee landscaping company’s work
- Organize homeowners to participate in community mulch & plantings days

Home Maintenance

- Complete quarterly checks of all properties to ensure compliance with bylaws
- Mail citations and follow up with homeowners that are non-compliant
- Assess fines to non-compliant homeowners with Board approval

Socials Committee

- Organize at least two social events per year
- Deliver welcome packet (booklet of/link to HOA Covenants and Declarations and small gift) to new homeowners
- Handle extra duties as needed

Roles and responsibilities are reviewed and assigned annually.