



“A Community Committed to Family”

**BOARD MEETING AGENDA
November 17, 2013**

I. CALL TO ORDER

- A. Roll Call
- B. Acceptance of the November Agenda
- C. Acceptance of the September Minutes
(M: Ms. Laura Delauney; 2nd: Ms. Love Anderson) via email

II. OFFICERS’ REPORTS

- A. Financial Report Love Anderson

III. COMMITTEE REPORTS

- A. Home Upkeep Trey Thompson
- B. Fall BBQ Laura Delauney
- C. Landscaping Acha Debela
- D. Sidewalk Petition Laura Delauney

IV. COMMUNICATIONS

- A. December Newsletter Terrence Scarborough

V. OTHER BUSINESS

- A. Speight’s Land Ownership Terrence Scarborough
- B. Forest Creek Signage Acha Debela
- C. Board Position Length of Terms Laura Delauney
- D. Agenda for General Meeting Laura Delauney

VI. CLOSING REMARKS

- A. President Laura Delauney
- B. Board At Large
- C. Next Meeting: January 7, 2014 at 6:30 pm (South Regional Library)

VII. ADJOURNMENT



“A Community Committed to Family”

**BOARD MEETING MINUTES
November 17, 2013**

BOARD MEMBERS PRESENT

Ms. Laura Delauney, President	Dr. Trey Thompson
Mr. Terrence Scarborough, Secretary	Mr. Achamyelah Debela
Ms. Love Anderson, Treasurer	

HOMEOWNERS PRESENT

None.

I. CALL TO ORDER

- A. Laura called the meeting to order at 7:34 pm.
- B. Roll Call results are listed above.
- C. Laura moved that the September minutes be approved as submitted. Love gave the second and the motion carried (action performed via email).

II. OFFICERS' REPORTS

A. Financial Report

Love Anderson

- We have \$37,895.78 in the bank. Bank statements were sent to the board.
- 6307 Coronado is paid in full on their outstanding balance.
- 6212 Coronado is current with their monthly payment plan. They are the only property with an outstanding balance.
- 2014 Dues Invoices were mailed and we have already begun to receive checks.
- The IRS instructed us to file our 2006 and 2007 tax returns even though we did not have access to the account. We were told to write a letter explaining the situation and include it with our filing. Love asked the CPA to handle this.

III. PROJECT REPORTS

A. Home Upkeep

Trey Thompson

- Trey mailed 11 violation letters (9 miscellaneous, 2 grass). 5716 Catskill has a mulch issue but she is elderly and cannot perform the work. Members of the board will discuss options with her. 5605 Catskill sent an email asking for clarification on the trash/recycle bin policy. They may have misunderstood the violation (placement beside the house vs. leaving it on the street). Trey will discuss it with them before the 30 day grace period. It was agreed that we explain the policy in greater detail at the General Meeting.

- A power-washing project for the neighborhood was discussed. Trey stated that he would be more concerned with liability with this project. It was decided that we would move forward. He will send out an email asking the community for names of companies that were insured and bonded, and he would reach out to them.
- Laura asked if we wanted to implement a policy to maintain the lawns of abandoned properties. After much discussion, it was agreed that we would handle each situation individually and that a formal policy was not needed at this time. Terrence stated that we cannot wait for the banks to do their part because sometimes it can take a while. All were in favor of the current policy and endorsed promoting community willingness to help maintain abandoned properties and the appearance of the neighborhood as a whole.
- Eric & Amy Pauley of 5705 Catskill submitted their proposal to install a fence. Terrence made the motion and Trey gave the second. The motion carried unanimously to grant permission to install the fence.
- Dan & Kelly Gelinne of 5710 Catskill submitted their proposal to install a fence. Because it did not enclose their entire property, it was decided that Laura would ask them how they planned on maintaining the non-fenced area. (NOTE: On Nov. 17, after the meeting, Laura inquired and the Gelinne's decided to enclose the entire property. Terrence, via email, made the motion and Trey gave the second. The motion carried unanimously to grant permission to install the fence.)

B. Fall BBQ

Laura Delauney

- It was a success. However Laura will change the way we order in the future to ensure that we do not purchase too much food, thereby saving us money.

C. Landscaping

Laura Delauney

- Our Fall Mulch Day will be postponed until spring.
- Acha will get a quote to mulch the entrance signs from Agape'. If it is too expensive, Love will pick the mulch up. Terrence will do the work and ask Aaron Harrison to assist.
- Acha will also inquire about Agape' aerating and seeding the common areas. We do not believe it was done. If not, we will ask what their plans are and possibly look into obtaining a refund of roughly \$700.
- Love will ask Agape' for next year's quote given she has a rapport with them.

D. Sidewalk Petition

Laura Delauney

- Laura is waiting to hear from Linda on any updates. Laura or Linda will present at the General Meeting to see if owners want to move up the list. It will be a costly project.
- Love asked if we could survey the owners to see which projects they are willing to take on. Given our budget, we can only do one major project and she feels like obtaining the Speight's property has a more immediate impact on our community.

IV. COMMUNICATIONS

A. Content

Terrence Scarborough

- The December Edition will include the General Meeting announcement, a solicitation to run for the board (send nominees to Laura), annual dues invoice was mailed & contact Love with questions, secure homes over the holidays.
- Laura will contact new homeowners and give contact info to Terrence.

V. OTHER BUSINESS

A. Speight’s Land Ownership

Terrence Scarborough

- Terrence did not have anything new to report while he has yet to hear from owner.
- Love asked if he could forward contact info to her so she can contact owner.

B. Forest Creek Signage

Acha Debela

- Acha is still waiting to receive the quotes from the two companies. We would like to get one more to have a total of 3 quotes.

C. Board Member Length of Terms

Laura Delauney

- Laura stated that the current terms (3yrs, 2yrs, 1yr, 1yr, 1yr) for seats on the board is problematic because every two or three years nearly the entire board is up for reelection. She asked if we could employ this proposal: To extend Love’s term thru 2015 (thus having her serve 3 yrs vs. 2yrs), then have it go back to the 2yr cycle. Trey made the motion, Acha gave the second and the motion carried.
- Laura asked to change Terrence’s seat to an outright 2yr term vs. its current 1yr cycle. Terrence gave the motion, Trey gave the second and the motion carried.
- Thus board member terms will be: one 3yr, three 2yr, and one 1yr. Laura will email the breakdown to us for further review. *(See attached)*
- At our General Meeting (1/7/14) we will vote on the seats for Trey and Acha.

D. General Meeting Agenda

Laura Delauney

- The agenda will consist of the Budget, Voting, Violations, Sidewalk and Speight’s projects, and the Directory Update. Email Laura with other items.

VI. CLOSING REMARKS

A. President

Laura Delauney

- None.

B. Board

At Large

- None.

VII. ADJOURNMENT

Laura moved that the meeting be adjourned. Terrence gave the second and the motion carried. Laura adjourned the meeting at 8:57 pm.

The next meeting is set for Tuesday, January 7, 2014 at 6:30 p.m. at South Regional Library for our General Meeting.

CC: Chadsford HOA Board

Board Seat	Term length	Position Title/Duties	Currently held by	Renew Date (Jan.)	
#1	3 years	President/Socials	Laura Delauney	2015	
#2	2 years	Treasurer	Love Anderson	2015	
#3	2 years	Secretary	Terrence Scarborough	2014	
#4	2 years	At Large/Violations	Trey Thompson	2014	
#5	1 year	At Large/ Landscaping	Acha Debela	2014	
<i>*(Vice President is currently unassigned and will be reassigned in January 2014)</i>					

Renewal Date Breakdown					
Board Seat	Term Length	Renewal	Renewal	Renewal	Renewal
#1	3 years	2015	2018	2021	2024
#2	2 years	2015	2017	2019	2021
#3	2 years	2014	2016	2018	2020
#4	2 years	2014	2016	2018	2020
#5	1 year	2014	2015	2016	2017