# Tartan Pines HOA Board

## Meeting Minutes

28 December 2022

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| Present: | Judy Poss, Rae McInnis, Randy Godfrey, Phil Herrod, Lynn Bowman, Lisa Deveau, Chris Carlisle (via phone) |
| Next meeting: | **Date:** 24 January 2023  **Time:** 5:00pm  **Location:** Prestige Boardroom |

Meeting called to order by Judy at 6:30pm

1. Announcements

* Officers:
  + President – Judy Poss
  + Vice President – Randy Godfrey
  + Secretary – Lisa Deveau
  + Treasurer – Phil Herrod
* Committees:
  + Decorating Committee
  + Landscaping Committee
  + Architectural Committee
  + Audit Committee
* Website – revamp/Streamlining information
* Budget
* CCRs
* Board Meetings – Microsoft Teams

1. Discussion

* All officer positions should have adequate descriptions.
* Discussion ensued regarding officer election. Nomination for Judy came with the understanding that she would prefer to serve for six months, and then revisit the position, as it is time consuming. However, the board discussed the importance of having a returning member preside to help with continuity and information. Motion for Judy for President: 1st Randy, 2nd Lisa, 3rd Chris. Motion for Randy for Vice President: 1st Lisa, 2nd Rae. Motion for Lisa for Secretary: 1st Randy, 2nd Chris. Motion for Phil for Treasurer: 1st Rae, 2nd Chris. All votes unanimous without further discussion.
* One of the first items discussed was the website. It was clarified that $172 has been paid for the domain name for our TPHOA website. However, that does not include the maintaining of the website. It is understood by this board that the HOA Manager is responsible for the maintaining of the website at the cost of $50/month. The board identifies that the website is not up to date, and that needs to be rectified. The website should allow residents to easily navigate through information and find information regarding our community. For example, all meeting dates, times, and locations should be posted and easy to find; information about events at the club should be included; officer’s information; happenings in the community; all documents regarding CCRs, meetings, etc. should be posted and easily accessible. This will be one of the board’s first priorities.
* A question was raised concerning the budget. Is the budget information readily accessible to all homeowners? It should be. In addition to the budget information, a breakdown of what services are included for anything we are paying should be noted: i.e., landscaping – what landscaping are we paying for? Who is the company, what are they tasked with servicing? All homeowners should know what our money is paying for. Management company – what services comes with what we are paying for? We need to make the contracts for these companies transparent to all homeowners, so they are aware of what their money is paying for. Regarding funds and the budget, Judy will check on by-laws concerning who has access to funds, and who signs for funds. Phil emphasized that the treasurer should not have access to the funds. Signators: Chris, Rae, Lynn.
* The question was asked concerning the CCR committee and an update on where they are. Randy and Lisa noted that the CCR committee has completed their review, and at the next meeting will proofread and ensure the amendments are ready to be turned over to the board. The board discussed some information regarding the CCRs, such as VRBO, home rentals, and enforcement of the CCRs, especially regarding rental of a single home to more than one person who is not part of a family. Judy noted that creating the 2-year lease rule may help alleviate this issue, but Chris also brought up the fact that when a single unit is leased to one person, they may take it upon themselves to “sublease” other rooms in the house. How can we avoid this to protect both the community and the homeowner? It was also discussed that the board needs to streamline the enforcement of the CCRs.
* Other legal/CCR information discussed: Phil distributed a copy of the Homeowner’s Association Act. Although the Act does not apply to our HOA (only associations formed after 2015), it is good information to review and to help determine accountability. The question was posed as to where the original master plan for Tartan Pines is? We do not know; that is information that should be kept by the board. Do we have insurance on the board? Who carries the bond for the HOA board? We are paying $1500 per year to Whitaker One. We need a copy of the contract, ensure it is adequate.
* Committees: the board determined that in order to be successful as a community, we need to delegate committees. We will hold off on designating an Architectural Committee until we review the CCR Committee’s recommendations; tabled so new members can read into the information. We will need a Decorating Committee – Christmas decorations, signs for meetings and events, responsible for the storage. The Landscaping Committee – irrigation/electricity information and coordination of getting things fixed (we have used Miller-Humphrey for irrigation and electricity in the past), making sure entryways are in working order, etc. Flag Committee – responsible for putting out flags. Phil indicated that it may also be good to have an Audit Committee as well. Judy asked that if each board member can find one or two people for a committee, we may be better able to staff these committees.
* Discussion took place regarding the board, board meetings, and transparency. The board agreed that it is important to get out and talk to our neighbors, and make sure to build the relationship. This will hopefully foster connection among our community. Names, addresses, and phone numbers of board members should be mailed to all homeowners. Board meetings are open to all homeowners, although the board reserves the right to designate whether homeowners will have the opportunity to speak, ask questions, etc. We also discussed using Microsoft Teams to conduct meetings, so homeowners who are not able to attend in person can still participate. We will discuss further and decide on whether to use Teams, Meet, or Zoom.

1. Closing

* Motion to adjourn by Chris at 7:57pm

**TPHOA Board Officers and Members:**

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