

Charleston Harbor Homes Association

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August 30, 2015 Homes Association Board of Directors Meeting Minutes

The Meeting of the Board of Directors of the Charleston Harbor Homes Association (CHHA) was held at the home of President Chaz Wood. The meeting was called to order at 6:32 PM by President Chaz Wood. Board members present were Marlin Roberts, Karla Oyler, Joe McCune, Erin Pham, Alice Roxburg, and Jerusha White.

Treasurer Karl Bloss and Board member Larry Janacaro were not present. A quorum was present to conduct business.

The first order of business was committee reports: Landscape Committee, nothing to report; Welcome and Communications Committee: There are four new homeowners in the subdivision. A motion was made, seconded, and passed that the Welcome Committee prepare and deliver welcome packets to these new association members. Information about the election of new officers was communicated via Next Door Neighbors and on the Charleston Harbor website. There was nothing to report by the Architectural Review Committee.

With regard to the Yard Light Committee, it was moved, seconded, and passed that a review be done to determine whether current insurance coverage applies to board members and volunteers when, with homeowners' approval, they make repairs to yard lights. Interest was expressed in investigating using LED vs. sodium vapor lighting.

The Safety & Security Committee reported that there was a report of two dogs loose in the neighborhood. By the time the police arrived, the dogs had been contained and no citation was issued. The owner of the dogs is not a member of the association because they lease or rent the home, so Vice President Roberts will attempt to contact the homeowner to apprise them of the situation.

As a matter of old business, the Treasurer will determine the status of the Little Library project, of which it is reported that there is \$300 in homeowner donations pending this construction project. Previous board minutes and financial statements will be reviewed by the Secretary and Treasurer, respectively, to gather additional information.

The vacant lot at 6925 North Quincy has not been mowed as yet. Having received no response to his email to the owner, Vice President Roberts will report the weed problem to the City.

<u>CHHA</u>	
<u>BOARD OF DIRECTORS</u>	
Chaz Wood	President
Marlin Roberts	Vice President
Karla Oyler	Secretary
Jerusha White	Assistant Secretary
Karl Bloss	Treasurer
Larry Janacaro	Assistant Treasurer
Joe McCune	Member
Erin Pham	Member
Alice Roxburg	Member

New business items included the following:

The President discussed procedures in process to obtain legal documents and financial records from previous officers so that the newly elected officers may have access to bank accounts, and the capacity to write Association checks. A motion was made and seconded to have four persons who will share check-writing privileges. A meeting with the previous treasurer is scheduled for September 3, 2015.

Discussions took place about existing committees and suggested committees. Among those suggested are: Social, and Government Relations Committees. The Survey Subcommittee will be part of the existing Communications Committee. It was moved, seconded, and passed that the Social and Government Relations committees be formed.

The Board discussed preparing a survey to distribute to Association members, to determine their level of interest and concern about the neighborhood. It was agreed that the Communications Committee draft a survey for review at the September 22, 2015, membership meeting

The matter of delinquent dues, in the amount of about \$47,000, some dating back several years, was discussed. It was moved and seconded that a special Board meeting be held to discuss this situation. A special Board meeting was scheduled for 5:30 PM on Friday, September 4, 2015. However, as soon as possible, a reminder letter will be sent by the Treasurer to those homeowners with delinquencies, to again encourage payment of dues.

A calendar of meeting dates was set for the next six months:

Board meeting dates are set for September 4, 2015; October 18, 2015; December 13, 2015; and February 21, 2016. Meetings will be at the President's home at 5:30 PM unless otherwise noted. Membership meetings will take place on September 22, 2015; November 17, 2015; and January 19, 2016. Membership meetings will be at the Shoal Creek Police Station at 7 PM unless otherwise indicated.

The President personally inspected the condition of the lighthouse and is satisfied that although it has deteriorated somewhat, it appears to be structurally sound but in need of a paint job, weeding, etc. President Wood volunteered, for the cost of the paint, to donate his time, and hopefully that of other volunteers, to spruce up the lighthouse. A motion was made, seconded, and passed to move forward with the project.

It was agreed to table, until next month's board meeting, discussion about the bridge in the lake area. It was moved, seconded, and passed to refer the lake issues, involving algae, runoff and silting, etc., to the Lake Committee that will be formed. Likewise, the planned Pool Committee will review a bid received for repairing the pool parking lot and secure comparative bids before recommending action of the Board.

A motion was made, seconded, and passed that Vice President Roberts contact the City to reserve three dumpsters to be made available to residents on Fall Cleanup Day, Saturday, October 24, 2015 (alternate date to be determined). The third dumpster will be used by volunteers to dispose of small trees and brush from around the bridge and lake. Further Cleanup Day details will be announced at the September membership meeting.

A question arose about whether the Association has Errors & Omissions Insurance, and if so, who from the previous board holds the policy. It was moved, seconded, and passed that in the future, legal documents and contracts should reside with Secretary Karla Oyler. In the near future, one or two board members will review the Association's insurances.

Don Lock resigned as attorney for Charleston Harbor Homes Association, and the Board President and Vice President will interview qualified individuals for this role. Also, it was determined that a certified public accountant is needed to conduct an independent audit of the financial records, as required by our governing documents.

The Board is aware that other local homes associations have hired property management companies to manage various aspects of the associations' operation, such as dues, swimming pools, lake maintenance, etc., without affecting homeowners' dues. A motion was made, seconded, and passed to explore this option and interview management companies, keeping in mind the goal of staying within current budget constraints.

It was moved, seconded, and passed that, from current Board members nominated, two additional officer positions be established: Assistant Secretary and Assistant Treasurer. Jerusha White was named Assistant Secretary, and Larry Janacaro will be Assistant Treasurer.

This Board meeting of the Charleston Harbor Homes Association adjourned at approximately 10:03 PM.

Respectfully submitted,