

MEETING MINUTES  
Regular Board Meeting  
May 19, 2020

**MEETING CALLED TO ORDER:** Quorum established; meeting called to order at 6:05 p.m.

**Members present:** Lonnie Harrelson (President), Allen Jacobs (Vice President), Paul Corcoran (Secretary), Mitch Gold (Director), Cliff Krebs (Treasurer), and Tom Speelman (Director)

**Board members absent:** Julie Halsnoy (Director)

**Management representative present:** Jennifer Williams, via Dial-in

**1. Agenda Review and Adoption**

- The board motioned to adopt meeting agenda. **MSC**

**2. Minutes (Review and Approval)**

- The board motioned to approve the March 17, 2020 Board Meeting minutes. **MSC**

**EXECUTIVE SESSION**

Motion made to enter Executive Session to discuss (a) Executive Minutes, (b) Delinquency, (c) Owner Correspondence, (d - h) Contracts, and (i) CC&R review. **MSC**

**3. Executive Session (6:06 p.m. – 7:21 p.m.)**

**OPEN SESSION**

- The board motioned to reenter Open Session. **MSC**
- Minutes are kept separate, as items discussed in executive session are confidential. All motions are made in Open Session.
- 3.(a)(1) The board motioned to approve the Executive Minutes from the March 17, 2020 Regular Board Meeting.
- 3.(c)(1) The board motioned to deny the request. **MSC**
- 3.(c)(2) The board motioned to deny the request. **MSC**
- 3.(c)(3) The board motioned to grant an extension to September 4, 2020 on returning fence to compliance with existing governing documents. **MSC**
- 3.(e)(1) The board motioned to approve A Atlantic Tree Service's proposal to remove the leaning tree and broken limbs at the price of \$2,200 to be funded out of budget line 9920, Operational Reserves **MSC**

- 3.(g)(1) The board motioned for new quotes replace in kind the fence at the Parker Road Entrance on both sides of the entrance. **MSC**
- 3.(h)(1) The board motioned to approve Reserve Advisors Proposal for a reserve study at a price of \$2,900 to be funded out of budget line 09910, replacement reserve. **MSC**

**4. Homeowner's Forum** – (0) Homeowners present

**5. Reports**

**5.a. Financial Report** – (Treasurer: Cliff Krebs) **In attendance**

- Discussion on (8) budget related questions that were sent to Management.

**5.b. Manager's Report** – (Manager: Jennifer Williams) **In attendance Via Phone Dial-in**

- Board reviewed the Manager's Report.

**6. Committee News/Issues**

**6.a. Architectural Committee:** (Chairperson: Julie Halsnoy) **Not in attendance.**

- Updates complete for the ACC Guidelines
- Request to have the updates provided via NABR and Community webpages
- Board is asking Management to assist in maintaining a sense of transparency through the ACC Application process. The Vice President will ensure communications are passed through the ACC Chairperson.

**6.b. Social Committee:** (Chairperson: Randi Corcoran) **Not in attendance**

- Eat the Streets 757 is providing a schedule of food trucks, (1) or (2) trucks per Saturday from 4 – 7 pm, to be available at the club house parking lot for pre-orders or walk up orders.
- Board wanted to ensure appreciation for the GBH Graduation Parade was acknowledged in the notes.

**6.c. Pool Committee:** (Chairpersons: Jim and Mary Burres) **Not in attendance**

- Built 3 wooden picnic tables for pool deck, 2 adult and 1 kid table.
- Hauled unserviceable furniture (old picnic tables and loungers) to the dump.

**6.d. Newsletter Committee:** (Chairperson: Ann Dumenigo) **Not in attendance**

- Nothing significant to report.

**6.e. Neighborhood Watch:** (Chairperson: Alan Crouch) **Not in attendance**

- Reached out to CPD in regard to trespassing issues around the club house.

- CPD 1<sup>st</sup> Precinct Executive Officer encourages homeowners to continue the use of the non-emergency line for trespassing type issues (757) 382-6161.

**6.f. Swim Team: (Representative: Tracy Tucker) Not in attendance**

- Been in touch with the swim league to discuss options for the swim team and options to keep the emphasis on swimming and exercise.
- Coordinating for volunteers to assist with social distancing supervision and regulating.

**6.g. Yard of the Month Committee: (Chairperson: Imelda Barrera / Melissa Dominek) Not in attendance**

- 616 Royal Grant is the Yard of the Month for the month of May. Congratulations, job well done!

**7. OLD BUSINESS**

**7.a. Pool / Playground Drainage.** Cliff Krebs has requested a contractor present a proposal to address the drainage between the playground and tennis courts. Follow on meeting to discuss proposal, insurance, and scope of work was scheduled to occur April 7th. The 7 April meeting never happened due to COVID-19 restrictions. Management will move forward with getting quote and specifications. Cliff will meet with the company to discuss as well and get a second company to provide quote.

**7.b. Reserve Items.** Manager has included the items slated for replacement this year, there may be items from previous years that have not been completed and the board should review these as well. Once the items that will be replaced are identified manager can begin obtaining proposals as the board requests. This was discussed at the previous meeting and tabled for further discussion and items from previous years not completed. Based on the last meeting the Board will be reviewing the fence at the March Meeting along with proposals for the decking that have been received. This item was tabled from the previous meeting to obtain additional proposals for the rear deck area.

**7.b.1. 2019 Surplus.** Manager coordinated with Accounting to determine a final surplus of \$14,877.45 from 2019, which will be moved to the Operational Reserve Account. This item was tabled from the previous meeting for the Board Treasurer to have additional time to review. During the 19 November 2019 annual meeting, homeowners voted to approve IRS Resolution 70-604, electing to roll any excess funds over into the operating reserve account, budget line 9920.

**8. NEW BUSINESS**

**8.a. 2020 Goals.** Manager has included the 2020 Goals presented to the membership at the Annual Meeting in November.

**8.b. Pool Opening 2020.** With the current Executive Order in place until at least June 10th (if it is not extended) manager has been talking with HSP on Cheshire Pool Opening- currently Phase One of the Governors Order allows lap swim only and that is with one only ONE person per lane. Manager has provided the Phase One plan from the Governor in the email that is sent to the Board with the Board Package to review. Manager also provided the latest update by Chris at HSP in the Board Package for the

Board to review. At this time, it does not appear that the pool will be open by Memorial Day. Manager is currently waiting notes from the webinar that was attended with local insurance agents and community association attorneys. Manager was asked to draft a pool update notice to be posted on Nextdoor and FB.

The board motioned to accept High Sierra Pools Addendum to the Pool Management Contract as outlined for the cost of \$10,340, resulting in a refund of \$340 from monies already paid, with the stipulation that the pool covers are placed on the pools. MSC

**MEETING ADJOURNED** – 8:50 p.m. *Next Meeting is scheduled for June 16, 2020.*

PAUL CORCORAN  
CFHOA Secretary

LONNIE HARRELSON  
CFHOA President