

Teas Lakes POA Board Meeting Minutes February 9, 2016

- I. Call to Order:** 6:27 PM; Jim Bob Adams, JoAnn Caldwell, Bo Arguello and Diane Cooke were present as well as Shelly with IMC.
 - A. Resident's Present: Megan Bennett (2318 Highland Crossing), Elizabeth Keithly (2310 Perkins Crossing), Jesse Alvarado (2301 Highland Crossing) and Danny Blatt (7816 Niki's Crossing)

- II. Proof of notice:** Documentation showing notice was posted on the bulletin board, Teas Lakes Neighbors Facebook page, Teas Lakes POA Facebook page as well as the website. Email was also blasted to the subscribed homeowners.

- III. Minutes** from previous meeting were read. Motion to approve minutes from JoAnn. Second and approved unanimously.

- IV. Treasurer's Report:** January 2016 financials and bank reconciliations were emailed to the Treasurer, Bo before the meeting for review. A motion was made to approve the financials as read; the motion was second and approved unanimously.

- V. Old Business**
 - A. Articles of Incorporation and Bylaws: (Recorded copies need to be uploaded to website): The state laws changed again in 2015; in order to make sure that Teas Lakes has the most updated documents, the associations attorney Bryan Fowler recommended that the Board update their documents to reflect the 2015 law changes. Once they are recorded, they will be sent to IMC and will then be uploaded to the website.
 - B. Review Landscaping Budget: A motion was made to put the landscaping contract out to bid for 2016; the motion was second and approved unanimously.
 - C. Erosion around the back pond: Repair of erosion on path near rear of back pond, a motion was made to approve the bid from August 2015 for the repairs from Satin Stone. However, Satin Stone no longer does this kind of work so IMC will gather some proposals for the Board to review.
 - D. Review Beautification Budget and Charter: A discussion was held with the Committee Chair, Megan Bennett regarding her budget for 2016 as well as the previous charter that was given in 2015. Regarding the charter, the current Board does not approve of some of the language within the Charter and would like to make some changes. Once the changes have been made and approved by the Board, they will be sent out to the Committee to sign. Regarding the budget, the Board would like to know the ideas beforehand and if anything needs to be purchased, the Committee must submit their receipts for reimbursement. There is not a lot of extra money to spend this year and we have to stay on budget. An explanation was given and Bo made a motion to approve the \$2,000 budget for 2016, the motion was second and approved unanimously.
 - E. Discuss Meeting Minute Approvals and Timely Postings: A discussion was held regarding posting the minutes of the meetings right after the meetings are held. Due to the laws that govern POA's you can only post meeting minutes after they have been approved which is why the minutes of the previous meeting are read and approved at each meeting.
 - F. Formation of Committees:
 - a. Neighborhood Watch: A motion was made to form the Neighborhood Watch Committee and to appoint Deborah Crespo (7705 Board Crossing) as the Committee Chair; the motion was second and approved unanimously. The Board is reviewing the Committee Charter and will send to her to sign once established. Danny Blatt also volunteered to participate on this committee.

- b. Advisory to the Board for Committees: JoAnn volunteered to be the Board's liaison for all committees.

VI. New Business

- A. Director Appointment (1 year): The Board interviewed candidates at their January 20th meeting and asked Elizabeth Keithly to be in attendance through email prior to February's meeting for the open position on the Board. After a brief discussion was held and a motion was made to appoint Elizabeth Keithly to fulfill Ted's remaining term on the Board which will expire in January 2017. The motion was second and approved unanimously. The Board then discussed the reclassification of the positions and Diane Cooke was appointed to the Vice President position which made Elizabeth Keithly a Director at Large.
- B. Review purchasing Board Meeting Notification Signs: Elizabeth made a motion to spend \$200 to purchase 4 double sided, 18x24' corrugated signs for meeting notification purposes, the motion was second and approved unanimously.
- C. Review Website & Social Media: The Board discussed the current website (teaslakes.org) and stated that it was not very inviting nor user friendly. Right now the website is being hosted by an outside individual, in an effort to centralize everything to IMC's office a motion was made by Bo to spend \$850 to have IMC build a new website with a new domain name of www.teaslakespoa.com. The motion was second and approved unanimously. Once a proof is finished IMC will contact Elizabeth to come in and review or make changes. Once the changes have been finalized, the website will be published.
- D. Pond Maintenance & Colorant procedure: The Board discussed the removal of the colorant in the ponds and decided to send out a survey to the neighbors to get their opinion. Elizabeth motioned to have Megan Bennett coordinate a survey through Survey Monkey to send to IMC in order to upload it to Constant Contact to send out to the subscribed owners with a closing date of March 1st. The motion was second and approved unanimously.

VII. Adjourn to Executive Session – 8:17 PM

- A. ACC Projects: Nothing to discuss at this time.
- B. Collection matters: Went over deed violation report as well as discussed the pending litigations and past due accounts and their status'. Board asked that IMC assess all late fees on all outstanding balances and to send out the past due statements.
- C. Bank Signature Cards: A motion was made to change the signers on the bank accounts (Operating account 8485 and Money Market Account 4335) to James Adams, Bo Arguello, JoAnn Caldwell and Steve Durham; the motion was second and approved unanimously. IMC had the signers fill out the Bank Signature forms and once the new signature cards are received, IMC will have the Board sign them.

VIII. Adjourn – 8:57 PM