

PRELIMINARY MINUTES

SUBJECT TO NEXT BOARD MEETING APPROVAL

BOARD OF DIRECTORS MEETING

Thursday, August 15, 2024

Location: 3rd Floor Conference Room of Parker Station

Attendees: President – Ty Pippin -- Present

Vice President – Patricia Ross -- Present

Treasurer – Lowell Willock -- Present

Secretary – Susan Caudill -- Present

Member at Large – Fred McCarthy -- Present

Community Manager – Laura Williams – Present

I. CALL TO ORDER

6:05 pm

II. GENERAL SESSION (BOARD Q & A)

III. APPROVAL OF MINUTES

A motion was made by Fred to accept the minutes as presented from the July 18, 2024, meeting. Patricia seconded and the motion was unanimously approved.

A motion was made by Patricia to accept the minutes as presented from the July 30, 2024, meeting. Lowell seconded and the motion was unanimously approved.

IV. FINANCIAL REPORT given by Lowell Willock

- Balance Sheet
- Profit & Loss Budget vs. Actual
- Income/Expense Summary (as of June 2024)
- LPL Payback – Lowell requested that 200K from insurance savings and 20K from operating be transferred to LPL as payback for insurance loan.

V. HOMEOWNER COMMUNICATION

No Homeowner communication

VI. COMMITTEE REPORTS

- a. **Water** – Fred and Joe gave a recap of the water meter test and how we can best move forward. Ty made a motion for the creation of a water meter vote and

installation schedule and give full support to move forward with individual water meters. Susan seconded and the motion was unanimously approved.

VII. MANAGER'S REPORT was presented by Laura Williams

Labor Day will be the last day the pool is open. She also reminded the Board that we need a new pool cover. We have a quote for \$6,600 from a vendor. Lowell made a motion to approve the purchase of a new pool cover, pending that the vendor will accept \$3,300 in advance and the remaining \$3,300 upon delivery. Ty seconded and the motion was unanimously approved.

VIII. OLD BUSINESS

- a. **Paint Project** – Phase 4 is underway and should be completed by the end of September. Guiry's overcharge has been resolved.
- b. **Confluence Builders** – The Board met with the project manager of Confluence Builders and a Town representative on Friday, July 19 to walk the east side of our property. Discussed was the possibility of Confluence Builders doing some xeriscaping in lieu of Town & Country Village allowing the development to encroach on our property. Also discussed was Confluence Builders extending the Main Street fence to block dog walkers from coming onto our property.
- c. **SimpleSub Meters** - Update given under Committee Reports.
- d. **Roof Inspection** – Not discussed.
- e. **Curbs** – See Manager's Report. Laura added that she has not received any responses from contractors regarding bidding on curb painting project.
- f. **Bookkeeping** – Lowell made a motion to give Stacey Garrett of Garrett & Associates the authority to sign checks and make electronic payments from Town & Country accounts. Further new checks be ordered with a different account number and the old account be closed once all checks have cleared. The HOA will further have to order new checks with two signature blocks should the HOA wish to issue a check not through Garrett & Associates. The motion was seconded by Fred and the vote was approved, with Ty abstaining.

IX. NEW BUSINESS

- a. **Collection Policy Recommendation** – Fred made a motion to approve the charge for only an updated Collection Policy from Moeller Graf. Patricia seconded and the motion was unanimously approved.
- b. **Loan** – The Board agreed to cancel the potential loan from Citywide Bank.
- c. **2025 Budget** -- The annual meeting will be held either the first or second week of November.
- d. **AirBnB** – The possibility of daily fines of \$25 for advertising a short-term rental in Town & Country Village was discussed. Susan and Lowell will address this matter with our attorney.

X. EXECUTIVE SESSION

8:18 pm

Fred made a motion to go into Executive Session to discuss a personnel matter. Patricia seconded and the motion was unanimously approved.

At 8:45 pm Fred made a motion to close the executive session and resume the general session. Susan seconded and the motion was unanimously approved.

XI. NEW BUSINESS CONTINUED

a. **ACH Dates** – The ACH dates for HOA dues were discussed.

XII. SUGGESTIONS FOR FUTURE BUSINESS

XIII. SET NEXT MEETING DATE, TIME, PLACE

The next Board meeting will be held on Thursday, September 19, 2024, at 6 pm and will be held at Parker Station and on Zoom.

XIV. ADJOURNMENT

8:54 pm

Susan motioned to adjourn the meeting, Lowell seconded, and the motion was unanimously approved.