

## Minutes Spring Mills Board of Directors –October 18, 2016

Present: Stephen Casimir, Dave Fleming, Robert Ayrer, Richard Clark, Ed Flake, Jeremy Shen, Debbie Scott, Gerald Bowers and Heather Field.

Absent: John Birl

Meeting was called to order at 7:05 P.M. by President Stephen Casimir.

The minutes from the September meeting were accepted as corrected.

### FINANCIAL REPORT:

Heather Field provided bank balances and financial reports.

Bob Ayrer discussed the balance sheet and moved to remove Fixed Assets and Street Signs from it as these assets do not exist. Ed Flake seconded. All in favor. Motion carried.

Bob had a meeting with Clagett and reported the operating statement will not reflect reserve funds next year. Accounts receivables will also be pursued per policy with the long-term, chronic delinquents having been sent to legal for court action.

Bob stated that an adopted budget is needed in time for the annual meeting in February. Stephen asked Bob to send out the budget worksheet from last year as a draft and starting point. Stephen requested Board members send their budget estimates to Bob by 7 Nov to give him time to draft budget for Nov meeting.

### COMMITTEE REPORTS:

**Administrative:** Bob Ayrer had no additional comments to add.

**Architectural Control Committee:** Debbie Scott had four approved applications with conditions.

Debbie had an issue with a fence installation being placed along the side of the house at the halfway mark instead of only enclosing the backyard. She will advise it must be moved back when they go to replace the fence in the future.

**Communication Reports:** Richard Clark reminded members of the upcoming newsletter deadline on November 4<sup>th</sup> with a distribution date of November 21<sup>st</sup>.

Rich reported that Ed Flake received an estimate from DH Webb for \$50.00 a month for website management. Jeremy has quotes on hosting sites that are self-managed sites. Discussion rendered that DH Webb manages and makes the website changes as needed which is more in line

with the direction that the board wants to take in reducing board member work load. Heather also agreed that the price for the service DH Webb is offering is a better deal than the other companies she is familiar with. Ed will get a proposal from DH Webb and a decision will be made next month.

Current webhosting is due Nov 30<sup>th</sup> and a decision will need made.

Rich stated that the board needs a newsletter editor. This person does not need to be a member of the board. Rich will put it out on Facebook to see if anyone is interested in volunteering.

Rich also needs someone to take over Facebook communications. Debbie Scott offered to take on this task.

A date will need to be determined for the annual meeting to get it put into the newsletter.

**Community Development:** Gerald Bowers reported that Halloween stations are covered. He had no additional news to report.

**Compliance:** Heather Field has issued letters for residents not in compliance with CCR's. Grass and trashcans appear to be the biggest offenders.

Heather questioned which vendor to use for mowing abandoned properties. Ed recommended John Yates.

Per discussion, there will be some policy decisions that need to be made on gray area complaints such as grass parking and basketball hoops so that both enforcement and exceptions aren't being made for the same problems. Dave Fleming will take the lead on setting up some policies.

Bob brought up that through EPOHOA he has learned that, as board members of Spring Mills Business Unit's Association, Panhandle technically needs to have board approval for what is built. Bob stated that he has no problem with going to Allen Henry for a sit down to find out what the plan is for the North lot he will be building on. He will also be inquiring on what will be common area on the newly developed areas so that it can be worked into the lawn budget and upcoming contract renewal with Blake Landscaping.

**Grounds:** Jeremy Shen reported that Caesar gave a quote of \$245.00 for trimmings around the pool area.

A homeowner on Radcliff asked Ed about putting grass seed down where the trees were removed. Jeremy will look into that.

Jeremy will also be getting with Nova Pennington to obtain a date for tree removal for the development so that residents could also use him while he is in the community.

Debbie mentioned that a common area behind her house is being neglected by Blake Landscaping. She reported that neighbors have been taking care of it for years. Heather stated

that Blake Landscaping was told to take care of this area and has not. Bob said that he will be out to take a look at it and have it added on to a map to be laid out for the upcoming contract renewal with Blake Landscaping as the contract is currently in year 3 of a 3-year contract.

**Neighborhood Watch:** John Birl was unable to attend but provided a report.

On 9/21 Ed Flake found a girl and woman sitting in a car at the pool parking lot with no indication of what they were doing. Ed ran them off.

On 9/28 the WV State Police conducted a drug raid on 198 Morningside Drive. Cody Jo Calvert was arraigned on misdemeanor charge for possession. John feels that the raid was due to a Morningside resident reporting suspicious activity.

He will be putting an article in the newsletter to urge residents to report suspicious activity.

**Pool & Community Park:** Ed Flake reported that tasks are winding down for the pool closing. Greene Concrete has about four more hours of work to do.

Ed discussed the annual Christmas dinner for the Board Members. It will be held at the Fireside, as it has been in the past, on December 10<sup>th</sup> at 7pm.

**Roads:** Dave Fleming will be having the pins installed on each side of the speed bumps to alert snow plows of the speed bump.

### **Old Business / Open Items**

**Budget submissions:** Submit budget estimates to Bob. POC- all board members with budget; ECD 7 Nov 2016

**Web Hosting:** Collecting recommendations for a new web site design and contract. Current web hosting is due 30 Nov 2016. POC- Ed; ECD Nov 2016

**“Gray area” complaints policy:** e.g. grass parking, basketball hoops, etc... POC- Dave; ECD Feb 2017

**Grass seed:** To be done near home on Radcliff where trees were removed. POC- Jeremy; ECD Nov 2016

**Tree removal estimates date:** Date for residents to talk to Nova Pennington for their personal tree removal/trimming. POC- Jeremy; ECD Nov 2016

**Common areas neglected by Landscaper:** Common area behind Debbie Scott’s house being maintained by residents. Review area and add to landscaping map for inclusion on contract renewal. POC- Bob; ECD Nov 216

**HOA Insurance Policy review:** Review current insurance policy to insure we have correct and adequate coverage. POC- Stephen; ECD Jan 2017

**New Business**

EPOHOA – Discussed not using specific names or addresses private matters, such as debts and collections in front of any observers of the meeting due to privacy. If any observers are present, the board must go into executive order and dismiss any guests in order to discuss specific names and addresses or complaints.

Stephen will be getting insurance recommendations and reporting back to the board with those. The insurance policy does not expire until April 1, 2018; however, he does want to make sure that the correct coverage is in place now. He also wants to ensure that past board members are covered under the policy.

**Motion Summary**

Bob Ayrer discussed the balance sheet and moved to remove Fixed Assets and Street Signs from it as these assets do not exist. Ed Flake seconded. All in favor. Motion carried.

Ed Flake moved to adjourn. Bob Ayrer seconded. Motion carried.

Meeting adjourned 8:51 P.M.

Respectfully submitted,

Ashley Arch, Recording Secretary

Richard W. Clark, Secretary, Spring Mills Board of Directors

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