

• **Board of Directors Meeting**

<ul style="list-style-type: none"> • Organization Name • Trinity Lake Homeowners Association 	<ul style="list-style-type: none"> • Type of document • Meeting Minutes 		
<ul style="list-style-type: none"> • Name of document • June 19, 2017, Meeting Minutes 	<table border="1"> <tr> <td> <ul style="list-style-type: none"> • Time • 7:22 P.M. </td> <td> <ul style="list-style-type: none"> • Page • 1 of 4 </td> </tr> </table>	<ul style="list-style-type: none"> • Time • 7:22 P.M. 	<ul style="list-style-type: none"> • Page • 1 of 4
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Issuer: Gail Lewis, Secretary

Location: Trinity Lake Clubhouse

Distribution: Board of Directors

Next Meeting: July 17, 2017, 7:00 P. M., Trinity Lake Clubhouse

Present: Renita Brewington President, Karl Robinson Vice President, Keith Fantroy, Treasurer, Gail Lewis, Secretary, Roy Thompson, Assist. Secretary

Absent: 0

SUMMARY:

1. Meeting was called to order by President at 7:22 P.M.
2. Agenda was adopted and approved unanimously.
3. Reviewed Board Minutes for May 30, 2017 and were adopted with modifications.
 Discussion of the minutes format item #3 reports actions of May 08, 2017 Annual Homeowners Association (HOA) Meeting for which there is not separate Minutes. Item #4 is incomplete. Two (2) motions were placed by Roy Thompson: (a) to have **Keith Fantroy** prepare separate Minutes of the May 08, 2017 Annual HOA meeting and to include items #3 and #4 with modifications and (b) to include the same item #3 as written for a discussion in May 30, 2017 minutes and to include item #4 with the approved modification.

Old Business:

4. Discussion of the Transition Process by Gail Lewis, new Secretary, and, new Treasurer, Keith Fantroy. Transition Secretary meetings have been held to discuss Minutes and Newsletter processes and templates were received. Transition to be completed for Newsletter and Website by July 31, 2017.
 Action: **Gail Lewis** will be responsible for the BOD minutes effective June 19, 2017 and the Fall 2017 Newsletter. **Keith** will complete prior 2017 minutes and Summer Newsletter.
 Discussion of Treasurer transition: new treasurer stated that he met with the previous Treasurer and the Finance Chairperson and the transition is complete.

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- Discussion regarding the Clubhouse Security needs with the new CPI Security System was given by Keith Fantroy.
 - CPI install date is pending the completion of shrub & tree trimming by the landscapers. The current view by exterior cameras are blocked.
 - There is a need to exchange an interior camera for an exterior camera.
 - CPI will provide Train the Trainer Ed to the person who signed the contract (Keith Fantroy).
 - Clubhouse renter access to **Storage Building Process** will be updated to make the storage key available to the clubhouse renter.

Action: **Keith** agreed to discuss tree trimming needs with the current contracted landscapers & will contact CPI to exchange interior camera. **Keith** will train the BOD re: Use of the new CPI security system.

- Discussion about June 2017 Pool Opening Party. The hospitality committee was commended for a job well done. Attendance approximately 100 -120 homeowners.

Action: **Karl Robinson** agreed to contact the previous hospitality chairperson about interest in continuing Catering HOA Events.

- Discussion about the removal of Beavers from the lake by Roy Thompson. Contractor has been contacted and instructed to trap the beavers. The Dam has been destroyed but the beaver activity continues.
 - No feedback from current contractor re: request made 2 months ago for the required State Plan for dredging the lake.

Action: **Roy** agreed to reach out once more before seeking a new contractor for dredging the lake.

- Discussion about purchasing the Tennis Court wind screen that had not been installed by the contractor. Roy Thompson, discussed the colors, scripting and location of Logo. The price from Fences.com TBD by the measurements.

Action: **Keith Fantroy** states the measurements are available and he will provide the measurements to Roy Thompson. The decision was unanimously approved to purchase green screens, using the same Font Script as the TL Logo sign. Only one set of script was approved.

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Committee Reports:

9. Discussion about Architectural report given by Karl Robinson. Homeowners compliance noted in response to some of the letters sent. Will continue to follow the process until compliance. Letters will continue to be mailed to home owners according to the process for new violations and follow-up.

10. Discussion by Gail Lewis about the plans for a Communication Committee. Plan to establish a committee and to schedule a committee meeting by July 31, 2017. Four (4) current committee volunteers and will continue to seek volunteers via e-mail outreach. Discussed best way to access current data base of homeowner contact. HOA Event sign-in sheets are available but may be incomplete. Renita stated Prestige Management has the most current homeowner directory and Connie is the appropriate contact. Solicited articles from each committee for the Fall 2017 Newsletter by deadline August 31, 2017. Verified current Event dates for the 2017 and requested changes to be reported to Gail Lewis by August 31, 2017 for the Fall 2017 Newsletter.

Action: **Gail Lewis** will contact Connie, Prestige Management for current homeowner directory contact information to include e-mail. Share same with BOD.

- Schedule Communication committee meeting at the Clubhouse by 07/31/17. Post meeting date on TL website calendar.

11. Discussion about how to improve Hospitality/Welcome Committee event planning. Submit plans for scheduled Events and funds for approval to the BOD with proper notice. Need to establish means of notifying TL Homeowners of Event Date Changes.

12. Lake Committee: (see discussion under old business).

13. Safety Committee: Next meeting will be held on 06/26/17 to discuss National Night Out schedule for 08/01/2017.

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New Business:

14. Discussion about Clubhouse complaints received by BOD from homeowners about the need to replace the clubhouse kitchen appliances, worn rug and the worn condition of the furnishings.

- A motion was made by Roy Thompson to replace all clubhouse kitchen appliances (stove, refrigerator and microwave). **Gail Lewis and Renita Brewington** were assigned to price & shop for the kitchen appliances. Approved unanimously.
- Discussion to consult an interior designer for recommendations to update the clubhouse furnishing. The BOD agrees to review the HOA website Clubhouse Rental Calendar for best time frame to update clubhouse and to avoid conflicts with posted renter Events.
- Discussion about the Clubhouse hot water heater failure.
- Finding: The temperature control had been turned down.
- Action: Control adjusted and complaint has been resolved.

15. A discussion about using Quick Books format to improve transparency and tracking expenditures for each Budget Line item. This was unanimously approved.

Action: **Karl Robinson and Keith Fantroy** agreed to work on the Quick Book format.

16. A discussion about the TL Seal availability and use by the Secretary as outlined in the By-Laws of TL HOA ARTICLE AND THEIR DUTIES (c) Secretary and Assistant Secretary. It was determined that BOD has obtained & secured a TL Corporate Seal. Due to concerns of its duplication, Prestige Management Seal is currently utilized as needed by the HOA. Discussion of ways to resolve issues by securing a new Corporate seal with modifications that meets specifications By-Laws Article XIII CORPORATE SEAL.

Action: **Karl Robinson** agreed to research and report back to the BOD the cost of a new seal with a modified design.

The following item was tabled: Road Repair Request

A motion was placed by Roy Thompson to adjourn at 9:42 P.M. Approved unanimously.