

## Board of Directors Meeting

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**Subject** : Board of Directors Meeting  
**Issuer** : Jason Scott, Communications Chair  
**Time** : August 15, 2011 – 7:04 p.m.  
**Location:** Trinity Lake Clubhouse  
**Distribution** : Board of Directors  
**Next meeting** : HOA August 29, 2011 at 7:00 p.m.

### **Present:**

#### Board of Directors

President – Ed Zimmerman      Treasurer- Brian Burton  
Vice President – TJ Warren (via phone)      Secretary – Keith Fantroy  
Teresa Shannon and Megan Shannon-Prestige Management Company  
Jason Scott, Communications Chair  
Karl Robinson, Architectural Chair  
Jean Burton, Community Resource Coordinator

The Trinity Lake Homeowners Association met on August 15, 2011 @ 7:04 p.m.

#### SUMMARY

The meeting was called to order by Ed Zimmerman – Board President at 7:04 p.m

1. Agenda was adopted unanimously.
2. Keith Fantroy motioned to accept the minutes from the BOD meeting held on July 6, 2011, carried unanimously. Item #9 regarding the building of a connecting bridge from the cove side to the lake side at the request of a homeowner was to be tabled pending investigation of the state, monies from the HOA budget, etc. for future discussion.
3. Keith Fantroy motioned to accept the minutes from the BOD meeting held July 11, 2011, carried unanimously.
4. Prestige Mangement:
  - A. Discussion of the closing process for the HOA-Treasurer asked that a preliminary copy of financials be shared with the treasurer prior to posting the final closing reports to review for accuracy. Prestige agreed to provide.
  - B. President asked to research an invoice from Carolina Wildlife for \$100 as for approval/request, Prestige will provide after follow-up/research.

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C. President asked for research on 3 financial entries/requests for "keys" and approval. Prestige will provide after follow-up/research.

D. Architectural-Prestige to send copy of any previous letters sent to homeowners in violation for the current fiscal year. Also a sample of checklists from other HOAs architectural review. Prestige also to reserach any street violations and responsible parties (state, county, ??).

5. Ann Nolen has verbally expressed and interest in the open Hospitality Chair position to the Secretary. BOD will follow-up with Ms. Nolen.

6. Jean Burton presented a proposal for community chairs to utilize for event execution. The checklist provides a timeline and suggestions for a successful event. BOD to review.

7. Lake-State has approved the removal of the tress along the dam. TJ Warren motioned that the trees be removed, carried unanimously.

8. TJ Warren and Brian Burton shared that the pool monitors were currently in compliance with hours and budget of the association.

9. President Zimmerman reptred that he officially signed the contract with Blue Water Pool Management for their services.

10. BOD unanimously agreed that the newsletter must adhere to the appropriate process for approval, printing, and distribution as directed by the majority of the BOD.

11. BOD unanimously agreed for ALL future email correspondence, if the email requires an action on behalf of the BOD, then state in the subject line of each email "**action needed**" to alleviate confusion between action and informative requests of the BOD.

12. Discussion for all meeting requests, the by-laws state a 3 day notice.

13. Communications asked for any pictures of National Night Out to share.

14. Clubhouse needs basic supplies, motioned TJ Warren, carried unanimously.

15. Brian Burton reported on the financials-all categories in compliance currently.

16. Keith Fantroy made the motion to adjourn, carried unanimously at 12:14 a.m.