

<b>Organization Name</b> Trinity Lake Homeowners Association	<b>Type of document</b> Meeting Minutes	
<b>Name of document</b> Meeting Minutes - Board of Directors - Monday July 7, 2008.DOC	<b>Version Number</b> 1.0	<b>Page</b> 1 (4)

**Subject** : Board of Directors

**Issuer** : Beverly Satterfield

**Time** : July 7, 2008 – 7:00 p.m. – 9:00 p.m.

**Place** : Trinity Lake Clubhouse

**Distribution** : Board of Directors, Homeowners

**Next meeting** : Monday, July 21, 2008

**Established** : July 7, 2008

**Present** : Burma Shipman, President  
Charles Allen, Vice President  
Verlista McCloud, Treasurer  
Beverly Satterfield, Secretary

**Not present** :

**Agenda** :  
 1. Reestablishment of positions for Board Members  
 2. Pool Rules and Issues  
 3. Club House Rules and Issues  
 4. Confirmation of Committees and Chairpersons  
 5. Community Violation  
 6. Next meeting

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## Summary of the Meeting

Meeting was called to order by Vice President, Burma Shipman. She shared a motivational reading with the board giving thanks and asking for support for tasks ahead. Minutes were prepared and read by Beverly Satterfield. A motion was made by Verlista McCloud that the minutes be accepted as read. Charles Allen seconded the motion that the minutes be accepted with corrections if necessary.

### 1. Resignation of President

The board addressed the issues and concerns of the resignation of the President. Discussions were concluded with a motion to appoint a new president for the Board.

### 2. Pool Rules and Regulations

It has been brought to the board's attention that there have been several issues and incidents occurring at the pool. The issues revolve around what the pools rules and regulations state on the webpage; what the pool rules and regulation state on the sign by the pool; rules and regulations mailed to homeowners by Prestige and what homeowners have been communicated to on a verbal basis. This has resulted in the discrepancy and confusion concerning this issue. Please see below for other pool issues:

#### Pool Issues/Concerns

- There are homeowners who are in default concerning there dues, yet they still use the pool at their convenience.
- Currently there is no process in place to keep a violator from breaking the rules.
- Often homeowners who rent the club house for an event will often assume that they have complete ownership and usage of the pool (not allowing other members usage of the pool.
- Many homeowners will allow 4 to 16 (if not more) nonmembers/nonresidents to use the pool at one occasion/visit.
- Not sure if the pool is for members and their immediate family only, or can guests be allowed and how many.
- What is the capacity of the pool?

#### Recommendations from the board are as follows:

- The board agrees that all conflicts should be handled in a very professional manner.
- Roles and Responsibilities will be reviewed and communicated to any personnel working at the pool
- All pool logs will remain at the pool until picked by a current board member. Pool logs will be reviewed/monitored by all board members to determine what the issues are and what actions should be taken.

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- Put all policies in writing.

The board will further review this issue and recommend a solution for the future. No permanent action will be taken at this time.

3. Board reviewed outstanding requests and issues from homeowners. The president and vice president will further review issues. Recommendation was made to have Prestige to send non-compliance letters to homeowners. Due to lack of time, further requests will be reviewed at next meeting.
4. With the reestablishment of the board positions, the question was asked, who will be responsible for which contracts. Current contracts will not expire until December of 2008. All contracts will be reviewed. Decisions made by the board are as follows:
  - All board members will determine what vendor will be awarded a contract.
  - One board member (president or vice president) will monitor what is coming up for bid/expiration.
5. Decision was made to replace the resigned president. Vice President, Burma Shipman was nominated and accepted the new position as president. Charles Allen was nominated and accepted the new position as vice president of the board. All other positions will remain the same. Both Burma and Charles will share the old responsibilities of the 1<sup>st</sup> and 2<sup>nd</sup> Vice President. It was agreed by all to limit board members to the elected board members for 2008-2009.

**Other Discussions:**

Review of volunteer lists. All responsible persons/board members should contact their assigned committees and communicate chairmen, roles and responsibilities (on webpage) and request a calendar of events to be reviewed by the board at next meeting. Also, recommendation was made to follow meeting agenda and review meeting norms.

All outstanding issues will be further discussed at the next meeting, Monday, July 21<sup>st</sup> at 7:00 p.m.

**Action Items:**

Item	Date	Owner	Status
A residential sheet for each home is needed: draft letter – Name, Address, family members. Construct draft letter and send to members of the board	7/18/08	Bev	In Review
Send Newsletter & assign new responsible person	7/18/08	Bev	In Progress

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Communicate new name of newsletter: "Trinity Lake Connection"	7/19/08	Bev	In Progress
Determine how to handle pool issues		All	In Progress
Review current requests & Violations		All	
Create issue/comment sheet to be included with clubhouse reservation request log		Bev	
Review Pool Logs		All	In Progress
Have Prestige send letters to any homeowner not in compliance		BSh / CA	
Turn in calendar of events by next meeting		All	
Provide club house keys to all board members (also key needed for outside communication area)		BSh	Request made to Prestige
Communicate committee chairman		All	
Gather keys from all former board members		BSh	
Provide quote for new grills for clubhouse		CA	
Provide quote for new computer		Bev	
Put together entertainment program		Bev	
Request new sheet from Prestige concern who has been issue a pool pass			
Update signs for 2009 Pool area			
Get list of prior violations from Prestige in order to have information when addressing new issues		CA	
Request to have alarm serviced.			