

Organization Name Trinity Lake Homeowners Association	Type of document Meeting Minutes	
Name of document Meeting Minutes - Board of Directors - March 22 2010.DOC	Version Number 1.0	Page 1 (3)

Subject : Board of Directors Meeting
Issuer : Beverly Satterfield
Time : March 22, 2010 – 7:00 p.m. – 9:20 p.m.
Place : Trinity Lake Clubhouse
Distribution : Board of Directors
Next meeting : TBD
Established : March 22, 2010

Present:

Board:

Burma Shipman, President
 Jeremy Kosin, 1st Vice President
 Mike Lipperman, Treasurer
 Charles Allen, 2nd Vice President
 Beverly Satterfield, Secretary

Homeowners: Brian Burton, Jean Burton, Kenneth Burton, Jason Scott, Connie Slade, Yolanda Allen

SUMMARY

The regular meeting of the Trinity Lake, Board of Directors was held on Monday, March 22, 2010 at 7:00 p.m., at the Trinity Lake Club House. All board members were present along with 6 homeowners in attendance.

The Treasurer reflected the changes in the 2010 budget. Additional work is needed on developing additional categories. Letter was sent to Teresa Shannon concerning administrative fees.

- Balance sheet was sent out Feb. 28.
- Questions concerning legal fees reimbursement. Treasurer will map where the expense went.
- Cash flow at the end for Feb. is \$144,000.
- Question to Prestige is why the \$50 late fee has not been assessed properly.

Pool certification issue addressed. Fee for certification is \$1,000. Approved by three board members. Pool management contractor is reducing his fee for \$250 credit in June.

Introduction of new Finance Chair, Brian Burton.

- Will schedule future meetings in area.
- Set up an initial meeting with former Treasurer and Finance Chair.
- Well form new committee.

Organization Name	Type of document	
Trinity Lake Homeowners Association	Meeting Minutes	
Name of document	Version Number	Page
Meeting Minutes - Board of Directors - March 22 2010.DOC	1.0	2 (3)

- Will look at streamlining processes and formats.
- Audit reports.
- Review options for additional revenue.
- Review all major assets.
- Reducing expenses.

Board discussed next mailing for Club House Rules and Regulations. Will be mailed 30 days before the next election since items will be included in one package. Prestige will handle the mailings.

Will communicate deadline to have all newsletter articles in. Will have 3 newsletters a year. Kenneth Burton volunteered to help distribute newsletters.

Discussions to request nominating committee to prepare for next board of elections. Currently there are 2 volunteers. Will send out notices via email, flyers and mailings ASAP in April to meet deadline.

Motion made to schedule the next board of election meeting for May 17th first and May 3rd as a second date based upon Prestige Management availability. Will ask Prestige their availability for the entire week of May 17th to accommodate conflicting schedules. All feedback to be communicated to the board.

Clubhouse Chair Person presented her proposal for Pepsi Vending Machine to be installed at the clubhouse.

- Full Service Plan.
- No out of pocket cost.
- Holds 9 different products (carbonated and noncarbonated).
- Revenue is 20% of what is sold (\$0.25 per bottle).
- Potential \$450 profit for clubhouse account.
- \$1.25 Standard Cost per item.
- 75 cases per year.
- Will have 800# on machine for service issues.
- If problems occur, will be removed immediately.

Drink machine was installed near the pool in the past.

- Issues with bottles in the pool.
- Issues with machine jamming.

Motion made to install Pepsi Machine on a trial period from May 1, 2010 until September 30, 2010 with the option to remove at anytime if problems occur.

Will investigate adding coffee to the machine.

Proposal by Clubhouse Chair Person to host a Piano workshop for April 17th at the clubhouse.

Organization Name	Type of document	
Trinity Lake Homeowners Association	Meeting Minutes	
Name of document	Version Number	Page
Meeting Minutes - Board of Directors - March 22 2010.DOC	1.0	3 (3)

Motion made to approve the Piano workshop scheduled for April 17th at the clubhouse.

- This event will be for adults only.
- Trinity Lake residents only.
- Flyer approved.
- No cost to HOA.
- Keyboards will be provided.
- All participants must register.
- Limitations = 65 participants.

Request made to have clubhouse supplies approved.

- Board agreed on \$20 for three mop heads and one bottle of furniture polish.
- Suggestion made to investigate having a cleaning service to conduct all cleanings and provide all supplies for the clubhouse.
- Board will work with the finance committee to address this issue.

Time to find new pool monitors.

- Will solicit through email, newsletter, flyers and mailings.
- Will reduce required hours reflecting only high traffic dates.

Pool passes will be mailed out in May along with other items.

- Totaled ordered will be 175 at \$281.
- New color will be red.
- One mailed per house hold.

Landscaping issues were tabled until next meeting. Must address what trees and how many can be removed to stay within the \$1200 allotted budget.

- Definitely remove tree by tennis court (\$150).
- Should the Wax Myrtle by the pool remain.
- Should stumps be removed?
- Hunts = \$300 per tree.
- Treasurer to investigate payment of pine needles.
- 1st Vice President to contact Bill's Tree Service.

Motion to approve the proposal provided by American Heritage to install Faux blinds for the entire clubhouse at a cost of \$2,150. Color selected was Milky White.

Will investigate sending old blinds to Habitat of Humanity for additional revenue.

Other agenda items tabled until next meeting.

Meeting adjourned at 9:20 p.m.