

Swan Lake Estates Board Meeting Minutes

December 12, 2023

BOD Members Present: *Donna Richards, Frank Scott, Don Newton, Juliane Wyatt, Karol Musslewhite.*

Absent: *Michelle Ladner, Philip Ward, Scott Smith.*

- I. Call to Order: 6:00
- II. Addition: *Buck Lawrence came*
 - a) *With a draft letter of request to Homeland Neighborhood Management (HNM) from BOD to allow Oversight Committee (OC) access of Swan Lake Estates (SLE) vendors.*
 - b) *Requests to have OC interviews with BOD soon.*
 - c) *He provided receipts from Office Depot for workbooks created for OC members. He did not get preapproval for this but respectfully asked BOD to pay but understands if we will not pay it. He left after this.*
- III. Approve November BOD meeting minutes. *Don Newton made a motion to approve, Frank 2nd the motion. All approved.*
- IV. 4th Quarter HOA Membership Meeting recap.
 - a) *Donna reported the 2024 Budget was approved. She asked Frank to put a line item in 2025 Budget for Strategic Planning Committee (SPC).*
 - b) *Donna stated we should not have voted on the Annual Assessment schedule during meeting because that was not on agenda. We will need to put an addendum to 4th Quarter Meeting minutes to clarify our mistake.*
 - c) *Donna reviewed the results of pool discussion at meeting: Shawn McGrew volunteered to co-chair with Juliane; Buck Lawrence, Luster Gooden, and Mark Moore volunteered to be on pool committee.*
- V. Committee Reports
 - a. Treasury Report – Frank Scott:
 - i. *Update on Popular Bank access. Frank stated we have always had direct access to SLE accounts. Frank suggested Donna ask HNM how other HOA's handle auditing.*
 - ii. *Monthly Budget to November 30, 2023: \$12,677.00 balance. Many residents have been paying 2024 Annual Assessments.*
 - iii. *HNM-corrected \$50 mistake found in October.*
 - b. Landscaping Contractor final decision: Frank Scott:
 - i. *New contractor – JMK will begin January 1, 2024. Frank will forward the Certificate of Insurance to HNM.*
 - ii. *Donna requested Frank to contact JMK to meet with us in January to clarify our maintenance expectations.*
 - c. Social Committee-Michelle Ladner: *Michelle absent.*
 - d. ACC – Don Newton:
 - i. *He is waiting on 2 committee members to weigh in on a new fence proposal.*
 - ii. *Donna and Juliane sent an email today to residents on pending fence project that was originally declined by ACC. Currently waiting for a reply from Homeowners.*
 - e. Sports Court-Bart Loftis: *Bart absent*
 - f. Pool: *At 4th Quarter Membership Meeting, Shawn McGrew volunteered to co-chair with Juliane. Covered in IV item (c) above.*
- VI. Additional Items:
 - a. Covenant Violations:
 - i. *Donna shared revised Collection Policy letter. All agreed to put letter to vote to all BOD via email this week and will add vote results in January minutes.*

- ii. *On November 17, 2023, Donna and Juliane sent out 7 violation letters/emails or stated verbally by Donna, and received no responses, however 3 violations were resolved.*
 - iii. *Today Donna and Juliane sent 2nd notice email. Two responses have already been.*
 - iv. *One new violation letter has been mailed today.*
 - v. *Juliane created a spreadsheet on HOA Cloud to document violation notices. All emails are saved in "Saved" email under "Violations".*
 - vi. *Response received today: Donna spoke to Homeowner regarding newly built shed in Phase 1 Unit 1. He did not understand the problem. Donna explained to Homeowner what steps he did not follow. He will read violation email and Covenants more detailed and follow up with Donna. Donna requested Don follow up with Homeowner to discuss violations questions.*
 - b. *Juliane-update on Ron Jones/Romex Pest Control. She has been in contact with him. Frank will call him.*
 - c. *Next BOD meeting, January 9, 2024. First Quarter Membership Meeting tentatively scheduled March 21, 2024. Coast Electric Civic room will be reserved. Juliane will call to reserve room.*
- VII. *Adjourn meeting: at 7:30pm Donna made the motion to adjourn, Karol 2nd and all approved.*