

# Swan Lake Estates BOD Meeting Minutes

Wednesday, June 14, 2023

Members Present: Donna Richards, Bart Loftis, Frank Scott, Don Newton, Juliane Wyatt, Michelle Ladner, Karol Musslewhite, Scott Smith, Philip Ward

- I. Call to order- Donna called meeting to order at 6:00.
  - a. Housekeeping (Quarterly Meeting Thursday, June 15 at 6 pm). Donna explained lawsuit by resident in Phase 1 Unit 2. She spoke to attorney, Brad Wilkinson. He was able to get an agreement with the resident: he can have a driveway to access his lot and additional 10 acres; only build a single-family house; driveway and lot in Swan Lake is subject to HOA approval; each party is responsible for legal fees. Bart made a motion to accept agreement, and Karol 2<sup>nd</sup> motion providing BOD approval of final document. Unanimous approval.  
Michelle asked that we change the kitchen and office codes. Scott suggested to put a knox box.
  - b. Approve May meeting minutes. Frank made a motion to accept minutes, Don 2<sup>nd</sup> motion, all approved.
  - c. Donna shared latest on Bylaws: Buck Lawrence asked Bill Massie if he had a signed copy of original Bylaws and he did not. Brad Wilkenson said we do not have to have HO vote on Bylaws. Donna, Don, and Juliane will rewrite Bylaws, present to BOD for review and approval.
- II. SPC
  - a. Jeff Wyatt-Oversight Committee: would like BOD to create an Oversight Committee for the purpose of financial audits, making sure minutes are published, projects are progressing in a timely manner. This committee would consist of non-Board members. A Charter will be given to BOD for approval.
  - b. Recommendations of changes to Quarterly meetings. Hold meetings at beginning of each quarter: January, April, July, October. Frank asked how that affects voting on budget for the next. Jeff agrees that more thought needs to work through the prospective change, including changing the Bylaws that dictate Quarterly meetings and budget approval.
  - c. Additionally: Jeff reported that next week SPC will be contacting architectural firms for renovation projects. Jeff asked BOD to start more frequent and consistent communication with HO. Donna agreed to discuss this communication with SPC. She recognizes communication is needed especially for zoning issues and lack of covenants compliance. Jeff will continue updating website with all communication. Jeff requested pictures of BOD members to put on website.

- d. After Jeff left, Frank reminded us that the Homeland Management portal has a spot to add meeting minutes.

### III. Committee Reports

- a. Treasurer Report – Frank Scott presented budget up to date. Last month expenses on target with budget. He explained all financials. We discussed deceased HO and unpaid assessment. Donna will call brother of deceased HO about paying late assessment to prevent a lien being filed. Other late assessments and late fees due were discussed. Frank asked for approval: Michelle moved to accept treasury report, Scott 2<sup>nd</sup>. All approved.
- b. Social Committee – Michelle Ladner- Summer Bash July 1, hot dogs hamburgers, fireworks, and HO's to sign up to bring a dish. Don will ask Dennis Nowell to borrow his tent. Scott Smith said we could request fire department to attend. Michelle and Juliane will email, Don will create a large sign.  
She will try to plan a Fall Fest and host an arts and crafts festival.  
She asked for approval for put up star decorations in field at community area. All agreed.
- c. ACC – Don Newton, Donna Richards: Don reported on new resident wanting to put up a shed. With several discussions with HO and checking with zoning, the proposed shed was approved.  
Donna reported on her findings after talking to zoning. Any building that is added to property must have a permit, but permit won't be granted w/o HOA approval. Donna sent us an email that explains what needs a permit. Her plan is to send an official HOA letter to all residents regarding zoning and HOA requirements. She wants to provide that letter to all new HO's.  
Donna reported on two other new HO's in violation of a shed and trailer and truck in back yard w/o fence. She is having Homeland send a violation letter to HO of trailer and truck, and she will call other HO with shed to ask for permit.  
Karol suggested to have a committee to oversee identifying covenant violations. It was decided that Michelle will identify covenant violations when picking yard of the month.
- d. Fountain- Juliane Wyatt-cleaning by Doug Melton – Tiger Wash. He did a good job. There is no leak in fountain per Premier Pools and Spas Service Company. Juliane asked for approval to get estimates from insured companies to paint fountain. Everyone agreed. Scott Smith is going to have painters contact Juliane.
- e. Pier/Lake – Scott Smith- the lake is a green color due to continued fertilizing. Don and his wife are making a sign to inform what fish to keep and what fish to release.

Pier- Scott began his first and second phase of pier renovation. He will continue construction next week.

- f. Beautification –Trina Hammett volunteer-pool planters. Donna gave her a budget to complete project.

Frank is in communication with Jay Marcel from Cnaro Landscaping. He will keep pursuing to get estimate.

The completion of bench area was discussed. Michelle will take care of this-adding dirt and sod.

Pickleball court-Bart said he is close to getting concrete poured.

- g. Pool-Juliane- has a leak. Discussions continued regarding pool- it is in dire condition. No decisions made.

- IV. New Business- Philip needs to get his street fixed. He asked who to ask. Donna will call Harrison County Roads Department if Philip doesn't get any information from Connie Rocko's office.

- V. Next BOD meeting 11 July.

- VI. Adjourn- Donna moved to adjourn meeting, Scott 2<sup>nd</sup>. All agreed.