

Swan Lake Estates Board Meeting Minutes

May 21, 2024

BOD Members Present: Donna Richards-President, Bart Loftis-V. President, Frank Scott-Treasurer, Don Newton-ACC, Karol Musslewhite, Michelle Ladner-Social, Juliane Wyatt-Secretary. Absent: Scott Smith.

Oversight Committee Members: Buck Lawrence, Violet Brantley, Tom Cecil, Al Jenkins

- I. Call to Order: 6:02
- II. Approve April BOD meeting minutes. *All BOD members voted to accept April minutes.*
- III. Oversight Committee (OC): Inform Buck BOD voted to remove from Strategic Plan-GOAL 1, Item 3.
 - i. *Buck acknowledged the members collectively put in over 100 hours of work toward their findings and preparing the report.*
 - ii. *Buck reminded BOD the 4 areas of their research:*
 - a) *BOD – officers and directors discussions*
 - b) *policies and procedures*
 - c) *Finances*
 - d) *Insurance*
 - iii. *Based on the report emailed to all BOD members, he requested the BOD review report, consider the recommendations of OC, BOD respond back to OC, and publish in next newsletter. He suggested BOD to focus on fiduciary responsibilities, join an organization- for the purpose of how BOD can handle HOA issues.*
 - iv. *Buck noted the minutes of the last 3 years are improving. He pointed out that we should consider entering executive sessions more and note that in minutes (not what was included in executive sessions). He mentioned policies in report that BOD need to implement.*
 - v. *OC recommended insurance policies need to be reviewed periodically, ie. Liability coverage is low.*
 - vi. *He shared OC concerns of finances, reviewing taxes, tangible assets, budgeting, appraisal of HOA properties, and report completely to HOA. Violet informed us that our insurance agent will appraise asset properties. Buck reiterated the BOD have a fiduciary responsibility.*
 - vii. *OC members departed meeting.*

At 6:43, BOD went into executive session.

Back in regular session @ 7:05

- IV. Updates from Donna:
 - i. Doug Melton-front entrance sprinkler system. *Donna will call Doug for status and his bill.*
 - ii. Leaking in fountain pump room. *Donna will contact Levi-pool service company.*
 - iii. Reschedule 2025 Budget meeting. *Thursday, June 6 at 6pm.*

V. Strategic Plan

- i. Discuss Goal 1, Objective 1, Item 2 – Dashboards: *Michelle wants to research to prevent speeding on Swan Lake Blvd. She called Harrison County to see what is permissible. She will check on grants available. Juliane recommended potential placement of stop signs and adding 1-2 speed “humps” with warning signs down the Swan Lake Blvd.*
- ii. Discuss Goal 1, Objective 2, Item 2- Create a template for committee reports. *Tabled for next meeting.*
- iii. Discuss Goal 1, Objective 2, Item 8-Quarterly Meeting dates: starting January 2025, Quarterly Meetings held at beginning of quarter vs end. *Tabled for next meeting.*
- iv. Move to delete Item 10 in Goal 1, Objective 2. *Tabled for next meeting.*

VI. Committee Reports

- a) Treasury Report – Frank Scott: *provided handouts of monthly reports. Don asked what Homeowners see on Portal- it is the P and L statement.*
- b) Social Committee-Michelle Ladner: *CPR class is rescheduled for June 15, community yard sale June 8, July 4 Bash*
- c) ACC – Don Newton: *Don needs two volunteers due to resignations. Donna and Juliane will send out an email request volunteers.*
- d) Sports Court-Bart Loftis: *He is in process of painting.*

Executive Session at 7:20- Back in regular session at 7:26.

VII. Additional Items:

- a. Next BOD meeting scheduled Tuesday, May 14, 2024. Juliane will be out of town, requests meeting moved to May 21. *This was a mistake that should not have been included on agenda.*
- b. *Michelle received a complaint about a trailer parked in view at residence on Swan Lake Blvd.*
- c. Update on delinquent assessments: *3 Liens have been filed for nonpayment of Annual Assessments, one family has been making payments, another is being addressed for estate being settled.*
- d. *Addition: Don asked about termite control at clubhouse. He will research for him to do it himself.*
- e. Next BOD meeting June 11. Next Quarterly Meeting June 20.

VIII. Adjourn meeting: *at 7:38 Bart motioned to adjourn, Michelle 2nd- all agreed to adjourn.*