

The Villas of Sunset Grove HOA: Meeting Notes

April 21, 2014

6:32pm called to order

ATTENDANCE

- John – present
- Angelique – present
- Arlene – present
- Dave – present
- Daryl Waterman, Ameri-Tech – present
- Dwight - absent

MINUTES

- Waive prior BOD minutes

COMMUNITY REPORT

- Delinquencies and financial snapshot reviewed

OLD BUSINESS

- Ameri-Tech Management contract
 - Motion to terminate contract (Arlene); second (Dave); all in favor
 - Close bank account and open new one with BB&T or other bank
 - Change Ameri-Tech as rental agent (SunBiz)
 - Need Duke Energy account number (we're on autopay)
 - Provide Ameri-Tech with formal termination letter in writing (Angelique will draft; John will sign)
 - HOA Bank
 - Do we stay with BB&T or go with someone else?
 - Tabled for next meeting
 - P.O. Box for HOA
 - Move to open P.O. Box (Arlene); second (John); all in favor
 - Hercules location (1st choice); Belcher location (2nd choice)
- Clearwater Towing contract
 - Currently have a "blanket" towing contract
 - Signs are illegal because towing company name is not showing
 - Need to get contract from Ameri-Tech and review it by next meeting*
- Discuss replacement of entry signs
 - John handed out photos of current sign and new proposed design for everyone to vote on
 - Motion to go with new design (Arlene); second (Angelique); all in favor
 - Need to get at least 3 quotes (Arlene)*
 - Contact president of association behind us (Arlene to check SunBiz)*

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- Review of Good Neighbor Guide
 - Who should be the point of contact? Arlene
 - Make Board's edits to guide (Angelique)*

2. New Business

- Review of compliance issues
 - Do we want to tell residents to put hinges and handles inside their back gate so the gate can stay but it swings into their own property?
 - John/Dave/Angelique reviewed results of walk with Arlene
 - TLC can trim fence on east end overflow
- Discuss formation of committees (Welcoming & Social, Beautification/Architectural, and Covenant/Fining)
 - Reviewed proposed letter; make suggested edits (Angelique & John)
 - Reviewed proposed letters for fining procedures
- Board Roles & Responsibilities
 - John handed out the Roles & Responsibilities document
 - John handed out newly elected officers sheet to sign; everyone signed except Dwight
- Website design
 - Angelique reviewed the proposed site
 - Motion to use domain name 'villasofsunsetgrove.com' (Angelique); second (John); all in favor
- Community newsletter
 - Talked about publishing these; everyone is in agreement
 - Create proposed newsletter schedule and format (Angelique)
- Block party
 - Motion to postpone block party (John); second (Angelique); all in favor
 - Create notification to homeowners and distribute (Angelique/Dave)
- HOA BOD Meeting Schedule
 - Motion to have meetings every third Monday of every month (Angelique); second (John); all in favor

NEXT MEETING: May 19, 2014 @ 6:30pm; location TBD
8:31pm meeting adjourned