

Summerfield Neighborhood Association, Inc.
P.O Box 411
Medina, TN 38355
www.summerfieldmedina.com

Notes from BOD Meeting
December 1, 2011 5:30 pm
At El Sombrero

5:37 pm Call to Order

Eric Egbert, David Walker, Burt Gillmann, Shawn Graham, Clarkie Graham, Betty Wallace, and Cheri Fochs attended.

Consultation with Patrick Dollar

- Mr. Patrick Dollar of Dollar|Rogers, PLLC volunteered an hour of his time to discuss his ideas with SNA, Inc. committee members. He shared his ideas on how to handle the delinquent accounts of SNA, Inc., made recommendations, suggested strategies and answered our questions about how to best deal with the homeowner association dues that are not paid.

Old Business

- BOD minutes from the November 3, 2011 meeting were approved and will be posted on the SNA, Inc. website.
- BOD members signed the Letter of Engagement from Dollar|Rogers, PLLC to begin legal proceeding against the 4 delinquent homeowners. The 2011 association dues were to be paid in June 2011.
- Jason McCallister has completed the common areas maintenance for 2011. Since it was very close to year-end, the BOD contacted Mr. McCallister and asked if he would accept 1/2 of his fee now and the remaining balance in 2012. He agreed to this proposal, therefore, SNA, Inc. is not required to prepare a 1099 form for the IRS.
- Eric has researched the lighting options for the Summerfield sign, located at the corner of Middle School St. and Summerfield. He met with Gibson Electric, obtained a quote of over \$450 for running wire (excluding trenching). The board is now considering two solar lights at about \$50 per light. Further sign maintenance issues were tabled, will be discussed later, when 2012 budget is available.

Financial Status

- 57 invoices have been processed for the 2012 annual homeowner's dues in Summerfield Phase II. Four additional invoices will be sent to homeowners in Summerfield Phase I and Summerfield Phase III. An updated spreadsheet and paper copy of the mailing list was forwarded to the Finance Committee (FC). Since there were some problems during the transition from Clark

Family Homes to SNA, Inc. Burt has offered to contact Hickman Realty to obtain names and addresses of new homeowners in Summerfield Phase III.

- The FC met in mid November and discussed several recommendations for the BOD. The following recommendations were presented and the BOD voted in favor of all motions.
- 1. Motion to refund the remitter of the \$25.00 late fee for 2011 dues. This homeowner, on Indian Trail, was the only one to include the late fee with their past due payment prior to legal action of December 2011.
- 2. Motion to waive 2011 fee. After a number of discussions with the homeowner on Sungate, the FC recommends that the remaining association fees, on this property, for 2011 be forgiven because the documents obtained by SNA, Inc. were inconclusive as to what dues may have been paid at closing by the homeowner. However, dues for 2012 will be due in full for this property.
- 3. Motion for FC to bill 2012 association dues with \$25 late fee accrual per month for a period of 4 months, totaling \$100 in late fees resulting in an amount of \$200 due to SNA, Inc. If the account remains delinquent after 4 months, then collection of past due accounts will be forwarded to attorney for a Letter of Demand to the past due homeowner. *(In 2011, this resulted in a charge to the 4 delinquent homeowners of \$180. 59, the sum of the \$100 annual dues plus \$25 late fee plus \$50 attorney fee plus \$5.59 certified mail fee.)* Please pay your association dues on time.
- 4. Motion to initiate a \$25 Return Check Fee against homeowners whose checks are not honored due to insufficient funds in their account. This amount will cover the fee charged by SNA, Inc.'s bank and the cost of additional processing and handling by the FC on behalf of SNA, Inc.
- 5. If a homeowner's check is not honored by their bank, SNA, Inc. requires all future payments from the homeowner to SNA, Inc. in the form of a cashier's check, money order or cash. Cash payments must be delivered in person to either Eric Egbert or Clarkie Graham. Do not mail cash.
- The next FC meeting is scheduled for December 8, 2011.

New Business

- Motion by Eric to stop delivery of "junk" newspapers. Second by Burt and all voted in favor.
- It is the goal of SNA, Inc. to increase the membership. With this goal in mind, the board decided to talk with Phase I homeowners who have listed their homes for sale. There is a fee waiver for the selling homeowner, and the new homeowner becomes a dues paying member. We ask for and welcome these new members because of our concern about property and resale values in our neighborhood. The board has not yet decided how to bill new member dues.
- Shawn proposed a Christmas Lights Contest. The contest rules will be posted on the SNA, Inc. website, email notification sent to Phase II homeowners and a flyer will be distributed to Phase I homeowners. A panel of independent judges will select 2 winning homes from Phase I and 2 winning homes from Phase II and Phase III. The 2 categories are "Classic" and "Entertaining". The motion was seconded by David and all voted in favor. Each winning home will receive a \$50 check as a prize, as put forth by Shawn and seconded by Burt.

- In the future, the Christmas Lights Contest may solicit businesses for gift cards to be given as prizes. Another suggestion under consideration is to collect an entry fee with the proceeds going to charity and to fund the winners' gifts.

Welcoming Committee

- Cheri Fochs has volunteered to serve as our one person Welcoming Committee. Cheri, her husband and two children recently moved to Medina from Virginia. The BOD will notify Cheri of the new homeowners in the neighborhood. Cheri plans to format a brief post card with information about SNA, Inc. including information about dues, the website, and other general information. She will request the homeowners' email address so they can be added to the e-mailing list. Cheri hopes to greet all new homeowners within 2 weeks of their arrival. She will present a Welcoming Gift, a card and fresh baked goods. Cheri will also welcome tenants new to the neighborhood with a card and fresh baked goods as information on new tenants becomes available.

Meeting adjourned at 7:40 pm

Written by Donna LeBlanc