

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

Notes from BOD Meeting
March 6, 2012 6:00 pm
At Rhodes Family Diner

6.35 pm Call to Order

Eric Egbert, Burt Gillmann, Shawn Graham and Clarkie Graham attended. David Walker was unable to attend.

Old Business

- BOD minutes from the February 7, 2012 meeting were approved and will be posted on the SNA, Inc. website.
- The quitclaim deed for the SNA, Inc. common area has been filed with Gibson County Register's Office.

Common Area

- SNA, Inc. received 3 written bids for common area maintenance. Of the 3 bids, the lowest bidder was Jason McCallister. Shawn moved to authorize a contract for services to Jason. Eric seconded the motion. Burt agreed, provided that SNA, Inc. prepare and have a signed waiver of liability from the contractor, because SNA, Inc. does not have Worker's Compensation insurance. Burt also stated that it would be better to address lawn care issues in the fall. This includes budgeting for mowing, spraying and either Worker's Compensation insurance or waiver of liability, if uninsured contractors will be used.
- Clarkie has volunteered to talk to the homeowners at Summerfield and Summit, where the Summerfield sign is located. She will discuss with the homeowners options for watering the sign area that is located on the homeowners property. She will also get information on the costs of plants and mulch for the sign area.

Annual Meeting

- In preparation for the election of new board members in April, Eric will prepare an overview of board roles and responsibilities. This will be emailed to SNA, Inc. members.
- BOD has been requested to submit names of 1 or 2 people from the neighborhood who may be interested in the new BOD positions. Eric, Burt and David have indicated that they will not seek reelection to the BOD; however, they will offer their expertise and assist SNA, Inc. in other ways.
- Eric moved to issue \$25 check to Medina Middle School for rental of cafeteria for April 24th annual meeting, seconded by Burt and all voted in favor.

- Eric moved to authorize \$20 expenditure for sign to notify SNA, Inc. members of annual meeting, seconded by Burt and all voted in favor.
- A discussion on emailing ballots for the April 24th elections was tabled (will be discussed later). Also discussed and tabled was the idea of using proxies in the upcoming BOD elections.
- The BOD is discussing ideas to amend a few restrictive covenants; any amendments will be put to a vote at the annual meeting.
- The BOD is also considering a way to help homeowners understand the restrictive covenants. Shawn will prepare a letter for the homeowners.

Financial Issues

- Clarkie will file SNA, Inc. annual report with the state of Tennessee on or before April 1, 2012.
- SNA, Inc. is required to file a U.S. Income Tax Return for 2011. Eric will clarify what information the accountant needs to prepare the return.
- Late last year, CFH began selling new homes in Summerfield Subdivision Phase III. Unfortunately, there were misunderstandings between CFH and SNA, Inc. regarding the collection of dues. Clarkie has resolved these issues with CFH. SNA, Inc. has received from CFH the prorated payments charged to 5 homes in Phase III. Shawn will send an explanation letter to the homeowners involved and issue refunds for the homeowners who overpaid and bills to the homeowners who owe a balance for 2012 annual dues. We regret any inconvenience this may cause our newest SNA, Inc. members.
- Only 3 homeowners have not paid their 2012 dues to SNA, Inc. All members of the BOD agreed that invoices for these delinquent accounts will be sent *via Certified Mail, Return Receipt Requested*.
- Finance committee will address and resolve transitional issues for two properties in Phase II in the coming weeks.

Next BOD meeting is scheduled for 6:00 pm on April 5, 2012 at Rhodes Family Diner.

Meeting adjourned at 7:40 pm

Written by Donna LeBlanc