

Summerfield Neighborhood Association  
P.O Box 411  
Medina, TN 38355  
[www.summerfieldmedina.com](http://www.summerfieldmedina.com)

Notes from General Meeting  
May 24, 2011 7:00 pm  
At Medina Community Park Pavilion

7:10 pm Call to Order

Reading of minutes by Shawn Graham

- Election of Board of Directors
- Amended covenants
- Quorum requirements changed to those present at general meetings qualifies as a quorum
- Requirement of Board of Directors changed from five Board of Directors to three Board of Directors
- Added email notification as a means of communication
- Modified Section I of covenants to allow home owners from Summerfield Phase I to join Summerfield Neighborhood Association (SNA)
- Motion to approve reading of minutes by Colleen Tomczak, seconded by Donna LeBlanc.

Minutes from the Board of Directors (BOD) meeting of May 4, 2011 will be available on the website the week of May 30th. Minutes from the April 28th meeting are available on the website on the Board of Directors page.

Roll call of those present at meeting - waived

Discussion of SNA web site - homeowners are invited to view the website at:  
[www.summerfieldmedina.com](http://www.summerfieldmedina.com)

Robert's Rules of Order will be followed to facilitate group discussion and decision-making.  
An overview of Robert's Rules of Order is available on the SNA website on the Links page.

Old Business

- Burt Gillmann has verified with an engineer that the retention pond located at the west end of Summit Drive is adequate to handle the run-off from the additional homes under construction at the east end of Summit Drive.
- Move to close old business by Clarkie Graham, seconded by Colleen Tomczak

New Business

- The BOD asks for volunteers to work on the Financial Committee, this was postponed until after the Financial Report

Financial Report

- As of May 24, 2011 the SNA has collected dues from 8 homeowners, totaling \$800.00
- SNA has disbursed \$100.00 for fee to incorporate

- SNA has disbursed \$23.88 for postage stamps to mail invoices to homeowners for dues
- SNA has disbursed \$9.88 for copying of invoices for dues
- The current account balance is \$666.24
- Invoices to homeowners for SNA dues were mailed on May 16, 2011, to 57 homeowners. The dues are payable no later than June 1, 2011.
- SNA dues are for the calendar year January 2011 thru December 2011. This accounting period was chosen because the BOD cannot obtain accurate records from Clark Family Homes on any past dues paid or unpaid by homeowners. Given the circumstances, it is the decision of the BOD that it is best to start with a clean slate and move forward from this point. Exceptions may be discussed and addressed on a case-by-case basis.
- In the future, if dues are not paid, it is possible that the SNA may levy fines, fees or liens against homeowners for unpaid dues, as stipulated in the bylaws and covenants of Summerfield. (See the website Covenants & bylaws page)
- The BOD is working to prepare a budget and obtain quotes for maintenance of common areas such as landscaping and mowing.
- SNA has submitted their application for the Taxpayer Identification Number (TIN)

#### Financial committee

- Although the specific responsibilities of a financial committee have not yet been defined, the BOD is asking volunteers to serve on this committee. Some of the responsibilities include budget preparation, keeping the books (financial record keeping), billing of dues, obtaining quotes and disbursing funds for SNA expenses. This committee will report to the BOD, but will be a separate group.
- The BOD is also looking for a notary public to assist with paperwork when adding new SNA members from Summerfield I. About 12 Summerfield I homeowners are interested in joining SNA.
- None of the homeowners present at the meeting volunteered to form or join the finance committee. Please contact a member of the Board if you are interested in volunteering.
- Eric Egbert moved to close discussion on the Finance Report, Shawn Graham seconded the motion.

#### Common maintenance issues

- The BOD is actively seeking quotes and bids for the maintenance of the common areas. The common areas are: the sign and landscaping on the southeast corner of Middle School and Summerfield, the ditch south of Augustus Cove, the land between 536 & 548 Indian Trail, the land between Mount Zion Gravel Road and the homes on Indian Trail and the retention pond at the west end of Summit.
- Unfortunately, it seems some homeowners were misinformed about the land between 536 & 548 Indian Trail. There are no plans at this time to improve this space, nor are there adequate funds available for improvement. Also, the retention pond at the west end of Summit is not to be used for recreation. It is fenced and locked to keep people and domestic animals out of the area. The retention pond captures diverted storm water runoff from many impermeable surfaces such as streets, driveways, sidewalks, walkways, and roofs in residential subdivisions. It

is the responsibility of the SNA to maintain this portion of the common area because it is part of the flood control system. Please stay out of the fenced area and do not allow children to climb over the fence. It was suggested that the SNA post no trespassing signs at the pond.

- Eric Egbert and Shawn Graham will visit with the City of Medina and Gibson County regarding any property tax liability issues for the common areas.
- Burt Gillmann will talk with Tami Reid of Hickman Realty to facilitate collection of dues from new homeowners.
- SNA is a not for profit organization, the dues collected by the board are used for the benefit of the homeowners and for maintenance of common grounds. The best way to ensure your property values are protected and your concerns are addressed is to become involved in the SNA by attending meetings or volunteering to help.
- Other areas of property improvement/construction were not addressed; however please review the covenants and bylaws if you are considering projects for your home.

Changes to BOD, nominations for BOD

- Colleen Tomczak has resigned her position on the board because she is moving. We would like to thank Colleen for her time and effort while on the board and wish her and her family the best in their new home.
- No nominations for new board members were submitted. If you would like to be considered for a position on the board, please contact one of the current board members as listed on the SNA web site.

Motion to adjourn meeting by Eric Egbert, second by Clarkie Graham

Minutes taken by Donna LeBlanc