

MINUTES

DATE: 01/20/15

TIME: 6:30 PM

LOCATION: MEDINA CIVIC CENTER

MEETING CALLED BY	Ryan Hall
TYPE OF MEETING	Board of Directors
NOTE TAKER	Eric Egbert
BOARD MEMBERS PRESENT	Eric Egbert, Anna May Garrett, Channing Taylor
OTHERS PRESENT	Terry Tucker
SNA MEMBERS PRESENT	Donna LeBlanc

Agenda topic: Vice President vacancy and board operations

MOTION MADE BY ANNA MAY GARRETT

MOTION 2ND BY CHANNING TAYLOR

MOTION	As a result of the vacancy created by resignation of former VP Tonya Kirkwood, Anna May moved to nominate and elect Eric Egbert to the role of Vice President and that he also continue to serve as board secretary.
Result of vote on motion: Unanimous 3-0 in favor	
DISCUSSION	With the first absence of President Ryan Hall this year, the board discussed its procedural need to fill the VP position.

Agenda topic: Approval of Dec. 16th Board Meeting Minutes

MOTION MADE BY ERIC EGBERT

MOTION 2ND BY CHANNING TAYLOR

MOTION	Eric moved that the board waive reading and approve meeting minutes of Dec. 16, 2014.
Result of vote on motion: Unanimous 3-0 in favor	
DISCUSSION	None

Agenda topic: 2015 HOA Invoices and Dues

MOTION MADE BY ANNA MAY GARRETT

MOTION 2ND BY ERIC EGBERT

MOTION	Anna May moved that the board collectively prepare and mail HOA dues' invoices on Jan. 30, 2015 with a due date of February 28, 2015.	
Result of vote on motion: Unanimous 3-0 in favor		
DISCUSSION		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Division of Materials and delegation of duties	Anna May Garrett	01/26/15
Change director names on letterhead	Anna May Garrett	01/26/15

Agenda topic: Outbuilding at 120 Summerfield (tenant-occupied)

DISCUSSION	Terry Tucker, a Summerfield non-member resident and tenant at 120 Summerfield Drive, presented his concerns to the board about adhering to the covenants, specifically a prohibition against outbuildings, stating that the building would be gone by late April or early May as a result of tenant moving. The board asked that Eric follow-up with a letter to Mr. Tucker reiterating this discussion.
Motion by CHANNING TAYLOR; 2ND BY ANNA; RESULT: Unanimous 3-0 in favor	

Agenda topic: Communication with lot owners at 100 Summerfield

MOTION MADE BY ERIC EGBERT

MOTION 2ND BY CHANNING TAYLOR

MOTION	Eric moved that Channing to contact owners at 100 Summerfield to discuss an agreement for regular maintenance to neighborhood sign area	
Result of vote on motion: Unanimous 3-0 in favor		
DISCUSSION	This discussion will include overhauling the entire mulched area and clearly defining boundaries for purposes of watering and maintaining appearance	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Contact these owners for terms of agreement	Channing Taylor	2/9/15

Agenda topic: SNA Website Images

MOTION MADE BY ANNA MAY GARRETT

MOTION 2ND BY ERIC EGBERT

MOTION	Anna May moved to remove the picture on SNA website with boat parked in a yard; Eric amended the motion to add changing the main website picture to a more pleasant/colorful image.	
Result of vote on motion: Unanimous 3-0 in favor		
DISCUSSION		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Contact Andrew to make these changes	Eric Egbert	2/9/15

Agenda topic: Making budget available online

MOTION MADE BY ANNA MAY GARRETT

MOTION 2ND BY ERIC EGBERT

MOTION	Anna May moved to post budget online on SNA's website.	
Result of vote on motion: Unanimous 3-0 in favor		
DISCUSSION	The budget will post online before invoices go out on January 30, 2015. Anna May will send e-copies to Andrew Shulman, web editor, to upload.	
ACTION ITEMS		
	PERSON RESPONSIBLE	DEADLINE
Send budget copy by e-mail to Andrew	Anna May Garrett	01/30/15

Agenda topic: Written Description for Open Bid Process

MOTION MADE BY CHANNING TAYLOR

MOTION 2ND BY ANNA MAY GARRETT

MOTION	Channing moved that the board include a full written description of parcels where we are seeking bids in open bid process for maintenance.	
Result of vote on motion: Unanimous 3-0 in favor		
DISCUSSION	Board wants contractor to have \$1M policy for Liability and Workers Comp and possibly a license to spread weed killer	
ACTION ITEMS		
	PERSON RESPONSIBLE	DEADLINE
Prepare written description	Channing Taylor	2/9/15

Agenda topic: Registered Agent for Service of Process

MOTION	Eric moved that the board pay \$20 fee to secretary of state and to change registered agent for service of process from former president Kim Dudley (and her address) to our corporate counsel Matt West at Teel and Maroney.	
Result of vote on motion: Unanimous 3-0 in favor		
DISCUSSION	Instead of changing the registered agent to a new director/address each year, the board discussed that it would be prudent to use the same agent (i.e. our legal counsel in Jackson) for this purpose.	
ACTION ITEMS		
	PERSON RESPONSIBLE	DEADLINE
Contact attorney for approval	Eric Egbert	2/9/15

Agenda topic: Meeting Adjourned to Feb. 10, 2015

MOTION	Eric moved the board to adjourn at 8:30 PM
Result of vote on motion: Unanimous 3-0 in favor	

Other Items that came up during the meeting

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
133 Juno tenant submitted question about having his vehicle wrapped and board discussed issue of no particular covenant that addresses; CC&R #23 is insufficient here.	Ryan Hall	02/09/15
Award checks for Xmas lights contest are ready but needs signature of president to disburse to Winners (\$100 to 328 Vista; \$50 to 503 Verano; \$50 to 506 Summit	Anna May Garrett	02/09/15
A homeowner approached Eric with concept for wooden concealment fences (for trashcans, etc...) and board discussed a need for a written construction request to consider validity.	Eric Egbert	02/09/15
Discussion regarding changing the method of publication for meeting minutes from everything online to "upon written request to board"	Channing Taylor	02/09/15
Covenant violations were identified by members: Trailers in view at 516 Verano and 544 Summit; and construction materials in view at 498 Summit and 506 Summit; needs follow-up confirmation by board.	Eric Egbert	02/09/15
Federal Income Tax Return to ATA (Evan Johnsey) is due March 15th	Anna May Garrett	03/15/15
Clark Family Homes is a unique owner that needs an invoice which includes an itemized list of lots	Anna May Garrett	01/30/15

General Notes

Next BOD meeting:

February 10, 2015; 6:00PM
 Board of Directors
 Downtown Civic Center (Old Medina City Hall)
 112 North Main Street
 Medina, Tennessee