

MINUTES

DATE JULY 18, 2013

TIME 6:00 PM

LOCATION RHODES FAMILY DINER

MEETING CALLED BY	Board of Directors
TYPE OF MEETING	Monthly Board Meeting
NOTE TAKER	Donna LeBlanc
BOARD MEMBERS PRESENT	Kim Dudley, Burt Gillmann, Jeremy Allen, Kerry Pelham
BOARD MEMBERS ABSENT	Andrew Shulman

Agenda topic: Change Bank

MOTION MADE BY KIM

MOTION 2ND BY KERRY

MOTION	Open new SNA, Inc. checking account at Bank of Milan in Medina. New checks will have 2 lines for dual signature and the SNA, Inc. PO Box will be the address of the account.	
Result of vote on motion: all in favor, none opposed		
DISCUSSION		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Open checking account, submit signature cards	Kim & Kerry	7/25/2013
Get complete transaction history from Regions Bank	Kim & Kerry	7/27/2013
Notify insurance carrier of new account information for payment by bank draft	Kerry	8/22/2013
Close Regions bank account	Kim	8/13/2013

Agenda topic: Neighborhood Communication

MOTION MADE BY KIM

MOTION 2ND BY KERRY

MOTION	Add Summerfield Phase 2 & 3 tenants to mailing lists for general information and social functions.	
Result of vote on motion: all in favor, none opposed		
DISCUSSION		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Obtain names, email and postal addresses of tenants	Kim	ASAP

Agenda topic: Approve minutes from June 20, 2013 Annual meeting

MOTION MADE BY KIM

MOTION 2ND BY BURT

MOTION	Approve 6/20/13 minutes as written	
Result of vote on motion: all in favor, none opposed		
DISCUSSION		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Submit final copy via email to Kim and Andrew	Donna	7/20/2013
Forward to Melinda for posting on web	Donna	7/26/2013

Agenda topic: BOD Communication

MOTION MADE BY BURT

MOTION 2ND BY JEREMY

MOTION	Communication among BOD members will be via email. Print and bring emails to monthly meetings for discussion.	
Result of vote on motion: all in favor, none opposed		
DISCUSSION		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Print and bring emails with reply(s) for monthly meetings	BOD who originates email or BOD who receives email from member	Each monthly meeting.

Agenda topic: Common area pond

MOTION MADE BY JEREMY

MOTION 2ND BY KIM

MOTION	Purchase and install combination lock, 3 metal NO TRESPASSING signs and 3 metal KEEP OUT signs	
Result of vote on motion: all in favor, none opposed		
DISCUSSION		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Purchase items	Kim	7/20/2013
Install items	Jeremy	7/20/2013
Notify authorized service personnel of combination lock code	Jeremy	9/4/ 2013

Agenda topic: SNA, Inc. Annual Yard Sale

MOTION MADE BY BURT

MOTION 2ND BY KERRY

MOTION	Hold Annual Yard Sale on Sept 7, 2013 beginning 6:00 am until noon	
Result of vote on motion: all in favor, none opposed		
DISCUSSION		
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Notify neighbors of event via flyers or email or web page	Kim	7/27/2013
Place ads for sale with: Jackson Sun & The Mirror Exchange	Kerry	9/2/2013
Print 4 Yard Sale signs for Medina area	Kerry	8/28/2013
Post 4 Yard Sale signs around Medina area	Burt	8/29/2013

Agenda topic: Attend City of Medina Board Meeting Aug 5, 2013 at 6:00pm

MOTION MADE BY JEREMY

MOTION 2ND BY KIM

MOTION	Representatives from SNA, Inc. board of directors to attend City of Medina Board meeting	
Result of vote on motion: all in favor, none opposed		
DISCUSSION	<p>The city board meetings are held the 1st Monday of the month (cityofmedinatn.org). The problem is cars speeding along Summit Drive endangering lives and property. SNA must 1st get "approval" from the City of Medina Board then files a request to get on the agenda with the City Planning Commission.</p> <p>Last meeting: The association is not responsible for vehicle traffic, however, it may be possible to purchase traffic signs and post in the problem areas. This will likely require a letter to the city and or county officials along with a petition signed by concerned citizens in the neighborhood. Traffic violations should be reported to the City of Medina Police Department.</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Attend meeting	Jeremy, Kim, Kerry	Aug 5 6:00pm

Other Items that came up during the meeting

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Pay Country Cutters for services rendered on 7/2/13 (Clean bank of pond area).	Kim, Kerry	7/18/13
Update property owners mailing list	Donna	7/20/13
Update property owners email list	Kim	ASAP
Communicate to members, on quarterly basis, via USPS & email. This will be a newsletter which includes a status/progress report	TBD	Nov 2013
Contact Melinda about updating and maintaining web page	Donna	ongoing

Update & maintain SNA, Inc. Face Book for 3 months	Eric	Begin 7/20/13 End 10/31/13
Recruit volunteer to maintain SNA, Inc. Face Book		Begin 11/1/13
SNA Inc. new fax # is 731 664-5592 Attn: Kerry Pelham	Kerry	Begin 7/20/13
Printing/copying neighborhood communications	Kerry	Begin 7/19/13
Renew SNA, Inc. insurance policies	Kerry	8/1/13
See about hosting National Night Out in Summerfield on Aug 6, 2013. Call Jason McCallister of Medina Police Dept	Kim	ASAP
Obtain financial records from previous BOD (expect 7/20/13)	Kim, Kerry	7/20/2013
Clarify service frequency & costs with AAA Lawn Tech re: sign maintenance/spray weeds		
Clarify service frequency & costs with Victor regarding common area maintenance. Request invoice for services rendered, prepare written agreement for remainder of season	Kerry	7/29/13
Talk with Charles Patterson re: attorney for SNA, Inc.	Kerry	7/20/13
Email BOD SNA, Inc. Covenants Violation Enforcement Policy and Covenant Violation Notice	Eric	7/26/13
Prepare & present monthly financial statements	Kerry	Meetings each month
File First Amendment to Restrictive Covenants (no parking on grass) with Gibson County. Amendment is not valid or enforceable unless registered with the county. The fee is \$12.00. Eric does not have the notarized copy.	TBD	ASAP
Call about Neighborhood Watch signs	Burt	Nov 2013

General Notes

Consider longer term for BOD to reduce/eliminate transitional difficulties
Organize Welcoming committee; Kim has 6 welcome mats that Cheri did not use.
Kim & Kerry have the keys for the PO Box
Fieldstone for sign area costs \$240.00 per ton and covers 65 linear feet. Delivery and installation not included in price quote.

Next BOD meeting:

August 22, 2013 at 6:00 pm
19-K Northstar Drive
(In Caldwell Complex)
Jackson, TN 38305
Pizza compliments of Kerry:)
