

## November 21<sup>st</sup>, 2022 Minutes

Call to Order – By Tonya Kirkwood @ 7:01pm

Roll Call – Number of board members present – 3

Board Members Absent – 2 (Angi Mathenia & Linda Trichel submitted a proxy form for tonight's meeting)

Number of homeowners present – 5

Next HOA meeting – December 19<sup>th</sup>

Account Balance end date 10/31 -\$30,545.18

JEA Credit – \$471.96 / Gibson Electric Credit - \$2.21

HOA meetings will be held quarterly in 2023 vs monthly **(Voted and Passed 10-0)**

HOA Invoices with Letter/Meeting 2023 Dates/ will be mailed by the end of December

Stop Sign – Indian/Sungate – Should be replaced by the end of the month per Sam Jackson

Stop Signs/Street Sign Poles need to be touched up- \$30/per pole in Phases 2 and up **(Voted and Passed 10-0)**

Stop Signs/Street Sign Poles need to be touched up- \$30/per pole Summerfield Phase 1 – **(Voted– Did not Pass 4 yay -6 nay)**

Christmas Light Contest – 1<sup>st</sup> -\$100/ 2<sup>nd</sup> -\$75/ 3<sup>rd</sup> -\$50 – Must be current on dues/fines to be eligible to win – 3 volunteers to judge that are not on the board. **(Voted and Passed 10-0)**

Setting up an online payment option with Cheddar Up to collect HOA dues/fines. Fee is \$120 per year **(Voted and Passed 10-0)**

Homeowner proposed that the HOA order signs to be placed at certain areas in the neighborhood to remind everyone once HOA dues are being collected for the year. **(Voted and Passed 10-0)**

Review Liens – **1 total**- 526 Summit Dr. – Sent to Matt West for legal action – Past due for 2020/2021/2022

560 Indian Trail has paid HOA dues and Legal Fees in full. Court date was canceled and lien released.

Past Due HOA- 9 properties – All were sent for legal action on – 11/9/2022

#### **Month of October:**

Violation Letters: 10 (down from 36 in September)

Arrangements Made for Violations: 1

Fines Assed: 9 / Fines paid: 5 /Unpaid Fines: 4 (2 are still in violation)

Resent invoices with additional fines and/or late fees.

Multiple complaints each week on:

246 Sungate – Parking in the yard – Resent landlord fines and notices about the complaints

210 Sungate – Van has flat tires and non-operational – Resent fines and notices about the complaints

A Homeowner requested that the board contact the city about the van @ 210 Sungate because it is clearly broken down and does not run and the owner has not moved it after months of the neighborhood filing complaints. Homeowner stated the city/county tags had to be expired and the city should be able to issue tickets. The homeowner was advised if they wanted to contact the city that was up to them. It was also discussed if the HOA could tow the vehicle. This was tabled for now. We will revisit after the first of the year. The board would need to seek legal advice before requesting it to be towed.

Updated HOA Dues & Fine Procedures– Beginning January 1<sup>st</sup>, 2023 **(Voted and Passed 9-yay 1 – nay)**  
HOA attorney reviewed and approved the updated procedure. (Email Attached)

#### **Updated Procedures for HOA Dues & Fines**

Dues \$100 per year due by February 28th of each year.

Late fee for HOA dues -\$25 per month until paid in full.

Legal Action will be taken on August 1st (6th month past due)

Liens placed on October 1st (8th month past due)

Property Owner will be responsible for all legal fees incurred.

Multiple invoices for late HOA dues will not be sent. Each homeowner is aware they reside within a HOA. Late fees will automatically be assessed beginning March 1st and on the 1st of each month until paid in full. It is the responsibility of each homeowner to remit payment in a timely manner.

Fine Amount -\$50 per violation plus the cost of postage/certified mail

Late Fee -\$10 per month until paid in full

Original Fine amount will be assessed monthly until the violation is resolved. Legal action will be taken if necessary. Property Owner will be responsible for all legal fees incurred.

Only one warning letter will be sent for any violation(s). Additional warning letters will not be sent for the same/reoccurring violation(s). Fines will automatically be assessed.

HOA Dues/Late Fees/Fines can be sent to:

Summerfield Homeowners Association

PO Box 411

Medina, TN 38355

Meeting Adjourned @ 8:05

Minutes Approved by: Tonya Kirkwood

Tonya Kirkwood

**RE: 13662-88307 Summerfield Neighborhood Association - General File: Updated Late Fees**

1 message

**Matt West**  
To: Tonya Kirkwood

Mon, Nov 7, 2022 at 10:01 AM

Thanks, Tonya. I approve this as drafted. Matt

**Matthew R. West** | Attorney at Law  
Rainey Kizer Reviere & Bell PLC

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**From:** Tonya Kirkwood  
**Sent:** Monday, November 7, 2022 9:53 AM  
**To:** Matt West  
**Subject:** 13662-88307 Summerfield Neighborhood Association - General File: Updated Late Fees

<<<<< EXTERNAL EMAIL ALERT >>>>>

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Tonya Kirkwood

**Summerfield Homeowners Association  
PROXY FORM**

Date: 11/8/22

I, Angi Mathenia, owner of 441 Strawberry Ridge,  
(Name of Homeowner) (Homeowner Address)

and a voting member of the Summerfield Homeowners Association, hereby appoint:

Tonya Kirkwood  
(Name of Proxy)

to serve as my proxy holder to attend the:

HOA Meeting to be held on 11/21/22 at 7 p.m., or at any continuation of the meeting. I am authorizing the proxyholder named above to vote and act on my behalf to the extent that I would be personally present.

The appointment of proxy shall only be effective during the meeting of the Summerfield Homeowners Association on 11/21/22 and at all adjournments of said meeting.

(date)

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angi mathenia  
Signature

Name: Angi Mathenia  
Date: 11/8/22

Summerfield Homeowners Association  
PROXY FORM

Date: 11/9/22

I, Linda Trichel, owner of 353 Strawberry Ridge Dr.  
(Name of Homeowner) (Homeowner Address)

and a voting member of the Summerfield Homeowners Association, hereby appoint: Medina, TN  
38353

Tonya Kirkwood  
(Name of Proxy)

to serve as my proxy holder to attend the:

HOA monthly meeting to be held on 11/21, at 7 p.m., or at any continuation of the meeting. I am authorizing the proxyholder named above to vote and act on my behalf to the extent that I would be personally present.

The appointment of proxy shall only be effective during the 11/21 HOA meeting of the Summerfield Homeowners Association on 11/21/22 and at all adjournments of said meeting.  
(date)

Linda Trichel  
Signature

Name: Linda Trichel  
Date: 11/9/22