

**LAKES AT HIGHLAND GLEN COMMUNITY ASSOCIATION, INC.  
BOARD OF DIRECTORS REGULAR SESSION MEETING MINUTES**

**January 9, 2019**

**PRESENT:**

**Board Members**

Scott Brown  
Jibbie John  
John Cornwell  
Peter Tran

**Absent**

Leslie Ramos

**Managing Agent**

Shontele Redeaux

**CALL TO ORDER AND ESTABLISH QUORUM:**

With a quorum being established the meeting was called to order at 7:06 p.m.

**HOMEOWNER FORUM:**

**PAUL GROHMAN REQUEST**

Paul Grohman's attorney Kenneth Phillips attended the meeting to discuss the access agreements he drafted and forwarded to the management company. The Board advised they had received the information but only received it that afternoon, which was not enough time for them to properly review the information presented.

The Board asked Mr. Phillips to provide a summary along with a map of the area that can be distributed to the community for comment.

In addition, the Board asked for the agreement to be amended to specifically state the utilities will be buried under ground.

**SUMMARY OF EXECUTIVE SESSION:**

Management advised the membership that the Board ratified the December 5, 2018 Executive Session meeting minutes, the Board discussed establishing a written procedure to handle deed restriction violations and the Board discussed how to handle the Annual Meeting notice.

**MEETING MINUTES:**

A motion was made, seconded and unanimously approved to ratify the December 5, 2018 regular session meeting minutes.

**FINANCIAL STATEMENT:**

Management went over the income received and the expenses paid out through November 30, 2018. The Board asked management to ensure a copy of the monthly financial statements are sent to the Finance Committee.

**UNFINISHED BUSINESS:**

Camera Bid

The Board reviewed the bid from Today's Integration. The Board determined the bid was acceptable and could be approved following Director Tran and Director Jibbie's meeting with this vendor. In addition, the Board discussed providing an update on the camera installation at the annual meeting.

### **NEW BUSINESS:**

#### Annual Statements

The Board discussed the issue of many residents not receiving their annual statement by mail. The Board advised they are aware of the situation and have encouraged any homeowner that did not receive their statement to contact the management company. The management company has been sending statements out via email.

#### Annual Meeting Notice

The Board discussed the ongoing issue of the Association having to reach quorum in order to call the annual meeting to order. The Board discussed making the proxy easy and as clear as possible with the option that will allow the homeowner the ability to complete and return the proxy by email. The Board discussed if the form should be a pdf or if it could be a fillable form. Doug Steel advised he would do some concepts and send it to the Board to review. The Board determined proxies will be sent by email to all homeowners who have an email address on file and homeowners who do not have an email address on file, their proxies will be sent to them via mail.

#### Pool Access Card Registration

The Board advised an email and Facebook post will be made advising homeowners that if they are paid in full then their pool access cards will automatically be activated. Homeowners will only have to complete the pool access card registration form if they are replacing a lost card or if this is their first year obtaining pool access cards.

### **COMMITTEE REPORTS:**

#### LANDSCAPING

The Board asked management to setup a meeting with Rey Rivera and Jo Anne Knodel, Tammy Swinbank, Pat Kirkpatrick and Jibbie John to discuss trimming of the crepe myrtles this year.

#### LIGHTING

The Board advised they would investigate installing landscape lighting at Hidden Glen on the gated side after the camera installation is complete.

#### FOUNTAINS

Management was advised that the Lake 2 fountain is not working, the pump seems to be going out.

SOCIAL COMMITTEE

The next Social Committee event will be the Spring Festival which has been set for April 14<sup>th</sup>.

Director Tran volunteered to sponsor the train at the Spring festival. In addition, an announcement will be made at the Annual Meeting to see if any other homeowners want to sponsor an items for the Spring festival.

Management advised they would follow up with Poseidon Pools on scheduling the movie night.

COMMITTEE VOLUNTEERS

The Board asked management to have Committee Sign-Up sheets available at the Annual Meeting.

HOLIDAY DECORATIONS

The Board stated they would discuss with the membership the cost of more expensive holiday decorations to see what the consensus is from the membership.

PUT OUT SIGNS

Director Brown advised he would put out the signs for the Annual Meeting.

GROHMAN

The Board advised they would put this item on the Annual Meeting agenda to discuss with the membership. The Board stated once Mr. Phillips submits the requested information, the Board will determine if a Civil Engineer needs to review the plan to determine if there are any associated risk to the Association. Director Tran advised he knows a Civil Engineer and would provide his contact information.

**ADJOURNMENT:**

With no further business to come before the Board, a motion was made, seconded and unanimously approved adjourning the regular session meeting at 8:26 p.m.

\_\_\_\_\_  
Authorized Signer

\_\_\_\_\_  
Date