

SAVANNAH LANDINGS

HOMEOWNERS ASSOCIATION, INC.

Board of Directors Meeting August 13, 2018 Meeting Minutes

1. Call to Order

The meeting was called to order by President, Donald H. Jones at 7:00 p.m. It was confirmed that the meeting notice was posted at least 48 hours in advance. Board members Diana Portillo, Carol Galloway and Faye Peavyhouse were also present. It was determined that a quorum was established. Jeana Wynja represented McNeil Management. 29 residents were present for a total of 34 present.

Approval of Minutes:

The Board reviewed prior meeting minutes dated July 16, 2018 as prepared by the Manager.

On Motion: Duly made by Diana, second by Carol and carried unanimously.

Resolve: To waive reading of the prior meeting minutes and approve them as presented.

2. Management Reports

Jeana Wynja presented financial reports and management reports. The Board discussed the report titled "Units without Proof of Insurance". Manager addressed the process to secure appropriate insurance from owners (HO3 Policy).

3. Committee Reports

Pool/Clubhouse/Social: Carol Van Tilburg presented a brief job description for the Social Committee Chairperson vacancy. Duties to include placing parties/events on the social calendar, approving room reservations from owners, checking the room after an event to ensure that nothing was damaged, organizing the spring picnic and Christmas social, and decorating for Christmas. Donald opened the floor for a volunteer, however no owners came forward.

ACC: Helena Kocovar indicated that the ACC Committee met last Monday night and approved gutter applications. Helena presented proposed language to add to the Architectural Design Standards regarding security shutters. The Board will review at the next Board meeting.

Gate: Marvin Arkovich replaced the flag. He thanked neighbors for helping to identify gate issues. Attendees were informed that observations have been made that the pedestrian gate has not been securely closed after use; owners should ensure that the pedestrian gate is closed all the way when entering/exiting the community.

Neighborhood Watch: Jim Miller provided a brief description of the job description for Neighborhood Watch Chairperson. An owner indicated that Brenda Tucker may be interested to volunteer. The Board will seek confirmation from Brenda regarding her interest.

Landscaping: Fran Durrance responded to owners requests regarding sod. It is best to install sod in the fall and all at once for multiple owner's requests. Board recommended scheduling a separate meeting for Landscaping.

4. Business Items

Establish Priorities: Donald Jones presented observations and priorities for the community:

- Establish a website
- Establish a greeting committee
- Encourage owners to attend monthly meetings

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- Provide a platform to receive input from all owners
- Change the budget process
- Fix the water problem i.e. drainage issue
- Develop roof replacement plan
- Enhance landscaping
- Provide a statement of work for all new contracts, to compare apples to apples

Website: The Board agreed that a website will assist to improve communication.

On Motion: Duly made by Carol, second by Faye and carried unanimously.

Resolve: That a website needs to be established.

Street Sign Replacement: The Board reviewed the proposal from Signs Now and would like to engage another vendor to compare pricing. Manager will seek a proposal from another vendor.

Towing Contract: Manager presented Board with Towing Contract from Stepp's Towing. The only change to the contract is the contact information for the new Board members.

On Motion: Duly made by Diana, second by Faye and carried unanimously.

Resolve: To accept the Towing Contract as presented.

TECO Update: Manager presented update. Credit was applied to July-2018 invoice, however TECO did not reduce the monthly fee as agreed upon. Attorney Anne Malley to reach out to TECO representative to ensure that reduction is applied to the July-2018 invoice and then on invoices going forward.

Community Drainage Issues: Manager presented proposal from Landmark Engineering and explained the three phases. Phase 1 – conduct a site meeting with representatives of the Association to discuss drainage concerns and options to address concerns. This phase will cost the Association \$500. Phase 2 – Landmark will prepare a proposal for engineering and surveying services to address drainage improvements. At this point, the plan would be provided to owners to then remedy the issues. Phase 3 – Landmark will provide a list of site contractors who could perform the drainage improvements. Phase 1 & 2 align with the Association's attorney opinion letter that the Association may engage a professional to the cause and potential remedies for the drainage issue. Manager indicated that implementation of the plan provided by Landmark cannot be paid for through the Association's reserves and Association cannot special assess for such improvements, unless the Declaration were changed to allow for such repairs.

Owner Comments: An owner inquired about building painting and if the painting project will be bid out. Another owner commented that the building painting project was awarded to Pullaro based upon their expertise and commitment to keep track of buildings painted (and to be painted), and doors to be stripped/painted on a routine basis. Pullaro has an established partnership with Savannah Landings to accommodate the one-off needs of the community during painting events. Another owner concern regarding roof repairs. Board instructed owner to reach out to one of the Association's roofers to begin process to determine if the roof needs repair, tarping or replacement.

5. Adjournment

On Motion: Duly made by Donald, second by Diana and carried unanimously.

Resolve: To adjourn the meeting at 8:52 p.m.


Prepared by Manager on behalf of Secretary