

Grassland HOA Association

Board Meeting

August 20, 2013

Minutes

The meeting was called to order at 6:29 p.m.

There was a quorum present.

Board Members present were: Tracye Gearhart, Gary Hires, Joni Hires, Lisa Holderness

Board Members not present: Tom Knittle

Staff Members Present: Pam Lacy and Melissa White

Residents Present: Tim Herrick, Jimmy Patterson

Board Member Replacement:

Lisa said that she had talked to Cheryl Werner about filling an unexpired term and Cheryl is willing to serve on the Board. Tim Herrick, who was in attendance, expressed an interest in serving on the Board. The Board informed Tim of the duties and expectations of the Board. After discussion, Tim was still interested in serving on the Board. Joni made the motion to accept both Cheryl and Tim as new Board members to fill unexpired terms. Lisa seconded the motion. All were in favor. Tim and Cheryl will begin serving on the Board immediately.

Member Hearing:

Jimmy Patterson and Tim Herrick were in attendance to address their concerns regarding letters they received concerning their landscaping violations. Tim started the discussion with explaining his situation. He had just moved into his house just before he received the landscaping. He had not even received all of his belongings yet and hadn't been able to do anything with his yard. He wants to be a good homeowner and wants to comply. He suggested that an attempt be made to find out if any letters are set to be sent to residents who are new homeowners.

Minutes:

The minutes of the July 18, 2013 meeting were reviewed. Lisa made the motion to approve the minutes. Tracye seconded the motion. All were in favor. Minutes passed.

Financials:

Lisa reported on July financials. The only big concern at this point continues to be the water bill. Based on the last two months, we will be way over budget for water expenses for the year. Lisa indicated that the Board will need to move forward with their plan to increase the Homeowner's dues beginning in January to help compensate for the increased water expenses. There will most likely be about a \$15,000 deficit. The Board agreed that we continue to water the common areas as we have done until October. The remaining expenses were all in line.

Manager's Report:

Pam reported that she had looked into our electric provider and got some quotes from other companies. She found out that we are in a contract with our current provider until 2017. She did some price comparison and found out that the rate we are being charged are in line.

The pool closes after Labor Day. Pam reported that both heaters in the front pool are broken and while she doesn't want to discuss or vote on the issue at this point, she wanted the Board to know for discussions for next year. She has gotten some information from two contractors for both repair and replacement. The repair estimate for all 4 heaters was over \$6000 and the replacement cost ranged from \$3000-\$6000 per heater. This will be included in the budget for next year and new estimates will be obtained after the first of the year.

Pam reported that there were 7 pool parties and 4 clubhouse parties for the month of July. She suggested that the Association should provide tables and chairs for the clubhouse rentals. She suggested that we buy tables and chairs for 50. The Board agreed but asked Pam to get more information.

Restrictions and Violations:

Melissa asked the Board how she should follow up with the residents who received the landscape letters. After discussion, it was decided that the two residents who have not responded to the first letter, be contacted in person first, if possible, then a letter be sent notifying them of a vote to fine at the next meeting.

New Business:

None.

Executive Session:

Executive session was called to order.

Pam had sent job descriptions to the Board for Facility Manager, Secretary and Pool Attendant. The Board reviewed the job descriptions and discussed the various positions and duties. There was no job description for the maintenance person.

The Board discussed the need for document job descriptions for each paid staff member and introduce a formal process for employee evaluations. Tim agreed to work on a formal evaluation form. The evaluation form will be available at the September Board meeting for review. There will be a “mid-year” evaluation for the salaried staff and then evaluations for each of the pool attendants will be done midway through the pool season. Moving forward there will be an end-of-the-year and a mid-year evaluation that will better allow for decisions regarding raises and/or bonuses.

The only job description that the Board felt needed to be enhanced was the job description for the pool attendants. That information will be discussed with Pam.

Discussion took place with regard to finances and how we can more securely manage expenditures. Several different options were discussed and the decision was made to have the final discussion and vote on next month’s agenda.

The executive session was adjourned.

Joni made a motion to adjourn the meeting. Tracye seconded the motion. All were in favor. Meeting was adjourned at 9:15 p.m.

The next Board meeting will be on September 24 , 2013.

Respectfully Submitted,

Joni Hires

Secretary