

**Grassland HOA Association**  
**Board Meeting**  
**January 22, 2013**  
**Minutes**

The meeting was called to order at 6:31 p.m.

There was a quorum present.

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

Those Members absent: Tom Knittle, Barbi Jones, DJ Holster

Staff Members Present: Pam Lacy

Residents Present: Jim Compton

**Minutes:**

The minutes of the November meeting were reviewed. Tracye made the motion to approve the minutes from the November 6, 2012 meeting. Lisa seconded the motion. All were in favor. The minutes passed.

**Financials:**

Lisa reviewed the financial reports for October, November and December. There were no major highlights or unexpected expenses. Tracye made a motion to approve all 3 months of financial reports. Lisa seconded the motion. All were in favor. The financials were approved.

Lisa presented a proposed 2013 budget. Taking into account current expenses for the past year and making slight adjustments for increasing expenses and allowing for the 2% payroll tax increase, the budget was adjusted and balanced. There was also an allowance for a new fence around the clubhouse.

Some discussion took place regarding potential big expenses for the association (i.e. landscaping, new fence, etc.).

Tracye made a motion to approve the proposed budget for 2013. Gary seconded the motion. All were in favor. The proposed budget passed.

### **Manager's Report:**

Pam asked that Lisa let her know when she was going to be out of town for the purpose of check signing.

Pam report that she is beginning to prepare for the Meet Your Neighbor party in May. Johnny's BBQ has gone up significantly since last year. Pam got a quote from Sidekicks and Legends catering service and their quote was less than Johnny's for the same food items. Joni made the motion to go with Sidekicks and Legends for the meal. Lisa seconded the motion. All were in favor. Pam will work with Sidekicks and Legends and will also combine the event with a National Night Out and have a police officer on hand.

Pam received a report from Mr. Thames about the donations of food and money during the holidays for the Soup Kitchen. While the food giving was down, the money donations were up significantly and he collected over \$7000. Pam is going to put that information along with a thank you to Mr. Thames in the upcoming newsletter.

Tracye reported that she and Barbi have been attending meetings of the City Water Conservation Committee. She outlined the makeup of the committee and the purpose of the committee. The commercial ordnances involving water usage are being rewriting. The proposed ordnances will be presented to the city council in February but it won't come to a vote before a public notice. Grassland was the only Homeowner's Association that is represented on this committee. The proposed changes could have a large impact financially on the association if the decision were made to have to switch all bubblers to drip systems in commercial areas. Tracye said that nothing has been decided and even if it were voted on,

there would be a given time to make the changes. There is nothing the Board needs to do at this point. We just need to be aware that discussions are underway. Tracye and Barbi will continue to attend the meetings and report to the Board.

### **Member Hearing:**

Jim Compton came to the meeting to ask a question regarding landscaping. He wanted to know what his options were for his front yards. Due to the size of his trees, he can't get grass to grow under his trees that doesn't require too much water. He wanted to know if he could possibly have some leeway in what he does to make his yard look good and be efficient with the water usage. The Board discussed the current stance with regard to landscaping and told Mr. Compton he could alter his landscape but to make efforts to keep the quality of the changes to reflect the value of the property.

### **Nominating Committee:**

Tracye nominated Joni Hires, Barbi Jones and Gary Hires will be on the Nominating Committee. Lisa seconded the nomination. Joni, Barbi and Gary will serve on the committee. Pam will have Melissa get the postcards ready to mail requesting nominations. The nominating committee will interview any interested candidates to make sure any candidate is aware of the duties and expectations. Melissa will be asked to get the postcards out on February 6<sup>th</sup> and ask that they be returned by February 20<sup>th</sup>.

### **Violation Committee:**

Discussion ensued concerning the process of sending fine letters and how we monitor the violation. The wording on the third/fine letter was reviewed. It was also discussed that if we choose not to fine a resident after a third letter that we need to send a letter letting them know that another violation within six months, the Board will be within its rights to vote to fine without warning letters.

### **Executive Session:**

Pam reported on the two residents that are past due by a large amount on their Association Dues. She explained the situation with both residents and asked for the Board to vote to file a lien on the properties for back Association Dues and late fees. Joni made the motion to send a certified letter to both residents letting them know they have 10 days to contact the office to arrange payment. If they do not make contact, the process of filing a lien against the property will begin. Tracey seconded the motion. All were in favor. Melissa will send the certified letters.

The Board reviewed and discussed the parking violation which was sent a fine letter. Due to the timing of this particular issue, the Board decided to not assess a fine in this case; however, a letter will be sent to the resident informing them that while they will not be fined for the violation at this point, they will be notified that if they violate the parking restriction within 6 months, they will be sent a letter letting them know that a fine will be voted on at the next Board meeting.

Pam was dismissed at this point of the Executive Session since the remaining item had to do with personnel.

Discussion took place regarding staff pay and future personnel annual review. After looking at the budget, duties and competition for jobs, it was decided to adjust the hourly rate for the pool attendants and give a raise to salaried employees.

Gary adjourned our executive session.

The next meeting will be on February 19, 2013.

Joni made a motion to adjourn the meeting. Lisa seconded the motion. The meeting was adjourned at 9:07 p.m.

Respectfully Submitted,

Joni Hires  
Secretary