

**Grassland HOA Association**  
**Board Meeting**  
**July 18, 2013**  
**Minutes**

The meeting was called to order at 6:33 p.m.

There was a quorum present.

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

Staff Members Present: Pam Lacy

Residents Present: None

**Board Member Replacement:**

No one had visited with the potential candidates. After discussion, it was decided that Tracye will contact two potential candidates and Lisa will contact another candidate and will ask them to be at the August Board meeting for the vote. Both vacancies will be voted on and filled at that time. All were in favor.

**Minutes:**

The minutes of the May 21, 2013 meeting were reviewed. Gary made the motion to approve the minutes. Tom seconded the motion. All were in favor.

## **Financials:**

Lisa reported on May and June financials. The only big concern at this point are the water and electricity. While the pool eats much of the water and electricity and those expenses will be less in September after the pool closes, we will probably still be over budget for the year. Lisa and Pam will look into rates with other companies to see if we can get more competitive rates.

## **Manager's Report:**

Pam reported that there were 4 rentals for the month of July for the clubhouse and 5 for the pool. No issues with either the clubhouse or the pool.

Pool Techniques just has had a price increase. It will be going from \$780 to \$860 per month. In the fall/winter the price will increase by \$40 per month as well.

Pam provided a list of the crime reports that she has received from the police who patrol the neighborhood. The Board reviewed the crime reports.

Several specific houses were discussed who have completely abandoned their yards and there is no grass. Pam was requesting how the Board wants to handle the lawns that are in violation of the restrictions. After discussion, it was decided that a mass e-mail will go out to the residents reminding them of the restrictions and standards for the lawns in our neighborhood. In addition, a separate letter needs to go out to the specific houses that are in violation letting them know they are in violation and outlining our expectations. Tracye suggested that we provide some guidelines or suggestions for taking care of a lawn. This could be in an e-mail or in the newsletter.

It was decided that in a letter that will be going out to those in violation of the restriction, the residents will be given 30 days to notify the clubhouse of their plans to rectify the situation or they are subject to future fines. Melissa will put the letters and e-mail together.

Discussion on the vandalism on the sign on the access road by the Grassland Entrance. Pam has been getting estimates on the repairs to the letters on the sign. She gave the Board the price range she has gotten so far. Tom said that his company might be able to cut out the letters in aluminum to match and it would be less expensive. He will work with Pam on looking into that. Pam will continue to get bids and report to the Board after she receives all the all the bids.

Pam read a request from a homeowner regarding using the clubhouse free of charge for a non-profit group benefit gathering in November. After discussion, the Board agreed that it is our policy to not let any group use the clubhouse free of charge because it would set a bad precedent.

### **Member Hearing:**

No members addressed the Board.

### **New Business:**

The Board discussed the possibility of increasing the patrol presence of the neighborhood to help combat some of the thefts and car break-ins that have taken place. It was decided that it is not warranted to increase patrol at this time given the information we have. Gary suggested a possible increase during the holidays like Christmas and Thanksgiving when kids are out of school. The Board will look at that in the next few months after we have tracked the crime reports.

The Board discussed the proposal to add a \$100 transfer fee to closing costs for home sales in Grassland. Tom made the motion to add that fee. Gary seconded the motion. All were in favor. Pam will tell the bookkeeper, Becky, to process that fee and add it to the closing cost documents for home sales.

Making the association dues payable quarterly as opposed to monthly was discussed. The pros and cons to both sides were discussed. This discussion led into the possibility of increasing dues. While all Board members were in favor and

see the need to raise the association dues, there was uncertainty on what procedure would be necessary to institute and dues increase. It was decided that we will vote to increase dues by \$15 per month (from \$35 to \$50). The vote will take place at the October Board meeting and will be agendized so all residents can come to express their opinions prior to the vote. If the vote passes, the increase will be communicated in December through the newsletter and e-mail blasts. All were in favor. In the meantime, information will be gathered regarding dues for other neighborhood associations as well as compile year-to-date information on our expenses compared to last year.

**Executive Session:**

Executive session was called to order.

The need for a more formal job description for the pool attendants is needed. Since all staff job descriptions will be reviewed at the August Board meeting, we will include putting together a formal job description for the pool attendants.

The executive session was adjourned.

Tom made a motion to adjourn the meeting. Tracye seconded the motion. All were in favor. Meeting was adjourned at 8:15 p.m.

The next Board meeting will be on August 20 , 2013.

Respectfully Submitted,

Joni Hires  
Secretary