

**Grassland HOA Association
Board Meeting
September 24, 2013
Minutes**

The meeting was called to order at 6:32 p.m.

There was a quorum present.

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

Board Members not present: Cheryl Werner

Staff Members Present: Pam Lacy

Residents Present: None

Minutes:

The minutes of the August 20, 2013 meeting were reviewed. Gary made the motion to approve the minutes. Tracye seconded the motion. All were in favor. Minutes passed.

Financials:

Lisa reported on August financials. The only big concern at this point continues to be the water bill. 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 increase water expenses as other capital improvements and increased 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.

Lisa discussed the idea of a debit card. Gary made the motion to get a debit card for the office. Tom seconded the motion. All were in favor. In addition, we will have Becky begin doing most of the payments through online bill pay instead of having to print paper checks.

Joni made the motion to approve the financials. Gary seconded it. All were in favor.

Manager's Report:

Pam reviewed the clubhouse usage for September.

Pam reported that we got another very big water bill this month and while one leak that we knew about had been repaired, there was apparently another leak which is why the September bill was so high. The leak has been repaired and the water bill should be more in line next month. There may be another possible leak around one of the areas in front but Pam is looking into it.

Pam asked Gary how to format the newsletter on the computer since we are going to stop sending the hard copy of the newsletter. Gary explained that he had installed Microsoft Publisher on the office computer and he will show the staff how to use the program.

Pam shared an idea her daughter had regarding Christmas decorations. The suggestion was to have a contest with different categories and build it up in the neighborhood to encourage the neighborhood residents to decorate. Everybody was in favor of the idea and discussed ideas for the prizes for the categories such as gift cards, decrease in dues for a month or two, etc.

Discussion took place on raising dues and what the money would be used for and exactly how much the Association would need to do the projects that are needed and still have a buffer on money in case of emergencies. Several different ideas

were discussed. There was discussion on what capital improvements would be beneficial for the Association and would account for the increase in dues. It was decided to propose an increase in dues of \$15 which would take the dues from \$35 per month to \$50 per month. This change is proposed to take place beginning in January 2014. This item will be put on the agenda for next month and residents will be notified. Pam will get a list together of the needs of the Association and will get it to the list to the Board prior to the Board meeting so there is justification for the increase in dues for any residents who want to know the reasons for the increase.

Restrictions and Violations:

Pam reported for Melissa regarding the violation letters sent in reference to landscaping violations. All 6 houses that have no grass have responded to the letters as requested. Melissa wanted to know if there should be any additional letters sent to those residents. The Board agreed that a letter be sent acknowledging their response and thanking them for their action.

An e-mail that had been sent to the Association complaining about the temperature of the pools. A response to the resident was discussed and agreed upon.

A discussion took place regarding an ongoing parking violation that the resident has chosen to pay the fine each month but continued to park several cars on the street. The Board can't legally do anything else other than increase the fine. It was brought up that this resident is operating a business out of his house and is in violation of city code. Pam is going to call the city and report the violation and see if that would take care of the situation before the Board takes further action.

Gary brought up two boats and trailer that are parked in the in the alleys/driveways and visible from the loop 250 Frontage Road. He was asking if the violation letter could be sent. Discussion took place and it was decided that a courtesy letter be sent to the residents.

New Business:

None.

Executive Session:

Tim had sent examples of job evaluations to the Board for their review and to discuss at this meeting. The Board discussed the need for a formal process for employee evaluation. A discussion for the process of evaluating and reviewing the staff was discussed. There was differing opinions on the effectiveness and/or necessity of the formal evaluation process. After discussion, it was decided that policy and procedure manuals need to be put together that outline the day-to-day duties of each employee and the expectations/duties of each position.

It was decided that Pam and Melissa will start with their job descriptions and, where applicable, add notes and information that will provide guidance and assistance if/when the staff person were not able to their duties and someone else had to fill in. Then once they get that information to the Board, then the Board can look through it and put together any additional information needed.

Tom will remind Pam to get her list of capital improvement projects to the Board before the October Board meeting. It will be on the agenda for the October meeting to vote on increasing the dues.

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 9:18 p.m.

The next Board meeting will be on October 22, 2013.

Respectfully Submitted,

Joni Hires
Secretary