Westside at Buttercup Creek Homeowners Association, Inc.

Date: Thursday, January 24, 2019

Location: Treasure of the Hills Senior Activity Center

**Board Meeting Minutes**

1. Call to Order

The board meeting was called to order by President SaraMarie Blunt at 7:02pm. A quorum was established by the board members in attendance.

* 1. Board members in attendance
		+ SaraMarie Blunt, President
		+ Denney James, VP
		+ Isaac LeGrand, Treasurer
		+ Walt Conlin, Secretary
	2. Residents in attendance
		+ Jim Cooper
	3. Also, in attendance
		+ Jim Smitherman
		+ Matt Gibson
		+ Jamie Richardson

1. Open Forum
	1. No comments
2. Approval of October Meeting Minutes
	1. The October 18th board meeting minutes were reviewed. *Denney James moved to approve the October 18, 2018 board meeting minutes as presented. Isaac LeGrand seconded the motion. The motion carried 4-0.*
	2. The October 30th board meeting minutes were reviewed. *Denney James moved to approve the October 30, 2018 board meeting minutes as presented. Isaac LeGrand seconded the motion. The motion carried 4-0.*
3. Manager’s Report – Jim Smitherman
	1. Financials
		* The end of year financial reports were presented.
		* Jim will send current CD rates and the status of January assessments to the board.
	2. Violations
		* The 2018 violation report was presented.
		* Total number of property violations in 2018: 635
			+ Animal 2
			+ Barbecue Pit 2
			+ Basketball Goal 2
			+ Boat/Trailer/RV 58
			+ Construction Activity 2
			+ Door 6
			+ Fence/Gate 88
			+ General 1
			+ Improvement 12
			+ Landscape 115
			+ Parking 18
			+ Property Maint/Repairs 24
			+ Satellite Dish 3
			+ Seasonal Decoration 32
			+ Trash Can 206
			+ Unsightly Condition 38
			+ Vehicle 10
		* Jim created a shared folder to provide board members with real time access to violations.
		* Violation notes:
			+ Holiday decorations are now in violation and will be cited.
			+ School related signs are permitted during the school year.
			+ Political and religious signs are not permitted.
			+ Advertisements are not permitted.
4. Committee Reports and Other Business
	1. Social Committee
		* Chris sent a revised event proposal to the board.
		* Santa in the Park
			+ The event was a success.
			+ Pictures have been uploaded to Facebook and the HOA website.
		* Next event
			+ St. Patty’s Treasure Hunt on March 3rd from 2-4pm
			+ Jim will contact Chris for additional details about this event.
		* Easter Egg Hunt
			+ This event will be discussed at the next meeting.
	2. Pools
		* The replaster work will be completed this week. Jim will be on site to verify completion.
		* The board would like to refurbish the facilities at both pools and replace the permanent tables. Jim will draft an RFP for the board to review and then get three bids for the work.
		* The bids should include the following:
			+ New fixtures, countertops and stalls as well as any other recommended improvements for the facilities at both pools.
			+ New permanent tables
			+ New air conditioning in the Kay Redden lifeguard area
			+ Closing the open spaces by installing windows to keep the flowers from coming in
			+ Jim will send an RFP to the board prior to obtaining bids.
	3. Playground Equipment
		* Isaac has been working with Greg on the playground equipment.
		* Jim expects to have playground bids back by the middle of next week.
			+ Lakeline – one additional bid for the complete play structure
			+ Kay Redden – two swing set bids
			+ Colton Park – bids to remove playground structure. Jim will also alert Brightview to ensure the trees are being maintained in Colton Park.
			+ Three safety surfacing bids
	4. Storage Lot
		* Jim presented the storage facility audit.
		* The storage lot will be inspected by Jim two times per month.
		* SaraMarie offered to contact the city to discuss the possibility of turning the lot over to them. Jim will research the process of disseminating the storage lot funds if the board decides to take this action.
	5. Gazebos
		* Two gazebos need to be replaced. Jim will request updated quotes from the vendor used in 2018.
	6. Landscape
		* The board was unhappy with the fall color and asked that Brightview attend the February meeting.
		* Isaac will bring quality pictures of the three monuments, Colton Park, and the pool area to the February meeting.
		* Jim will ask Brightview to bring proposals to the February meeting.
5. New Business
	1. 2019 Meeting Schedule
		* All meetings begin at 7pm at the Treasure of the Hills Senior Center
			+ Tuesday, February 12th
			+ Tuesday, March 12th
			+ Wednesday, April 10th
			+ Tuesday, May 14th
			+ Tuesday, June 11th
			+ Tuesday, July 9th
			+ Tuesday, August 13th
			+ Tuesday, September 10th
			+ Tuesday, October 8th
			+ Tuesday, November 12th – Annual Meeting
	2. Community Newsletter
		* The board discussed doing a quarterly newsletter.
		* N2 Publishing will be invited to attend the February meeting.
6. Executive Session
	1. Executive Session began at 8:28pm.
	2. Executive Session concluded at 8:47pm.

*Denney James moved to adjourn. Isaac LeGrand seconded the motion. There being no further business, the meeting adjourned at 8:47pm.*

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| Action items from this meeting  |
| Isaac | Bring pictures of all three monuments, Colton Park and pool area to the Feb 12th meeting |
| Jim | Email current CD rates and status of January assessments to the board  |
| Jim | Send the shared violation folder link to the rest of the board  |
| Jim  | Advise driver to begin citing for all holiday decorations  |
| Jim  | Contact social chair for details about the March 3rd event  |
| Jim | Verify completion of the pool replaster work |
| Jim  | Draft RFP and then get bids to refurbish the facilities at both pools and to replace the permanent tables  |
| Jim | Playground bids for Lakeline, KR and Colton Park (as detailed in the minutes) and three safety surfacing bids  |
| Jim | Alert Brightview about tree maintenance at Colton Park |
| Jim | Ask N2 Publishing and Brightview to attend the Feb 12th meeting  |
| Jim | Find out when landscaper is putting in the spring color |
| Jim | Research the process of disseminating the storage lot funds |
| Jim | Get updated quotes to replace two gazebos – use same vendor from 2018  |
| Jim | Ask Brightview to bring proposals to the Feb meeting  |
| SaraMarie | Contact the City about the possibility of transferring the storage lot  |