

# Leisure Lake POA Board of Directors Meeting

**January 11, 2016**

Time started: 9:30 a.m.

Time concluded: 11:50 a.m.

Call to Order: Bob Galbraith, President, called the meeting to order.

Roll Call of Directors:

Bob Galbraith	President	Present
Jackie Laver	Vice-President	Present
Cheryl Scott	Treasurer	Present
Linda Galbraith	Secretary	Present
Rose Heathcock	Director	Absent
Priscilla Chamblin	Director	Present
Em Lang	Director	Absent
Jeff Huffman	Director	Absent
Beryl Haley	Guest	Present

Reading of Previous Minutes: Linda Galbraith, Secretary, read the minutes from the board meeting of December 7, 2015. Jackie Laver motioned the minutes be accepted as read. Cheryl Scott seconded the motion. All directors were in agreement.

Committee/Directors Reports:

1. Cheryl Scott, Treasurer:

- A. Cheryl gave the treasurer's report and reported a bank balance of \$37,361.16. Jackie Laver motioned the report be accepted. Bob Galbraith seconded the motion. All directors were in agreement.
- B. Cheryl contacted a different CPA regarding the year-end reports needed before the annual meeting who should be less expensive. Cheryl is to meet with the CPA this coming week.
- C. Invoices will be due in March. Linda Galbraith and Beryl Haley are to help Cheryl with this procedure.
- D. Shannon Easter's house: At a previous meeting, Bob Galbraith suggested we need to take this to small claims court. Jackie Laver had made a motion to take the collection of violation fees owed by Shannon Easter to small claims court. Cheryl Scott seconded the motion. All directors were in agreement. Cheryl and Bob Galbraith will look over Shannon Easter's folder and decide when to meet with the attorney.

2. Bob Galbraith, President, Grounds and Maintenance/Beautification Committee report.

- A. Bob discussed with Superior Ground Maintenance that service is to continue through the winter months if needed, per contract. We are going to renew their contract for the coming year.
- B. Metal wave patterns to match our Logo are to be added below the lettering on the entrance at Tranquil Lane, by Joe Harris.
- C. The beautification committee will be digging and planting flowers by the end of this month at both sides of the entrance to the clubhouse.

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- D. The front ditch along County Road 12 has been mowed and cleaned up by our lawn service, Superior Ground Maintenance.
- E. Other issues to be addressed in the spring are detailed in the November 2015 minutes.
- 3. Jackie Laver, Vice-President, Newsletter, Rentals, and Pool Keys:
  - A. The updated front pages for the Welcome Packets will be posted on the website and sent via email to all homeowners to replace what is in their original Welcome Packets. (We will need to check who does not have email available.) The updated summary of covenants will follow soon in the same manner. In the near future, all covenants in their entirety will be brought forward and put into inclusive updated order and made available to everyone. This will first need to be recorded after we get it all together. A notebook will be kept on file at the clubhouse containing the original format and all amendments as added previously and any amendments in the future. The Articles of Incorporation must be kept on file in the clubhouse and also on the website but will not need to be included in the welcome packets.
  - B. The annual meeting letters have gone out. The letters for voting and the proxy forms need to go out as soon as Jackie and Bob Galbraith have talked to the lawyer. Election to the board of directors will be by secret written ballot as stated in bylaws. (We may want to change these bylaws later in order to make it possible for members to vote via email?)
  - C. There are expired leases and a couple of houses for which we have not received information from the property manager, but there are tenants residing in these homes. Jackie and Bob Galbraith will look into this further and possibly consider violations if not resolved.
- 4. Priscilla Chamblin, Director, Clubhouse and Entertainment Committee:
  - A. Other new social events have been planned including:
    - 1. Special events dinners will be held at the clubhouse and will include the board furnishing and cooking the meat as well as cleaning up after the dinners in order to allow all other attendees to join in events/games which include nice prizes!
    - 2. The first special event dinner will be a Valentine's party on Saturday, February 13<sup>th</sup>, at 5:30 p.m. Bob Galbraith and Ryland Murden will cook pork loins, and there will be karaoke with prizes awarded! It will be suggested that guests bring a salad or dessert.
    - 3. Supper Clubs will be forming in January.
- 5. Violations:
  - A. Cheryl and Priscilla will do nighttime drive-through, Jackie and Jack will do daytime, and Bob and Linda will do letters.
- 6. Pool: Pool is closed for the winter. Issues to be addressed in the spring are outlined in last month's minutes.
- 7. ARC: No issues to report.

Old Business: All previous issues have been addressed within the proper areas above in this document.

New Business:

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1. Cheryl Scott and Bob Galbraith will work with the CPA to prepare year-end reports before the annual meeting on the first Monday in February.
2. Priscilla Chamblin is chairing the nominating committee for open positions on the board for 2016 and has been successful in obtaining two new nominees!
3. No members of the community showed up for the workshop event today.

### Announcements:

1. **The annual meeting will be on Monday, February 1, 2016, at 6:00 p.m. The candidates will be available to meet and greet at 5:30 p.m. before the meeting.** The board will furnish refreshments...king cakes/king donuts/king cookies?
2. **The next Leisure Lake POA Board of Directors meeting will be Monday, February 8, 2016, at 9:00 a.m.** in the clubhouse. *If community members choose to attend a workshop session, 50 minutes will be allowed, and the board meeting will then begin no later than 10:00 a.m. It is suggested that you request time to address the board on a particular matter by emailing any board member or by placing a written request in the box located by the front door (a week prior to the day of the meeting if possible).*
3. **Don't forget the Valentine's party** on Saturday, February 13<sup>th</sup>, at 5:30 p.m. at the clubhouse! Be practicing your best Karaoke song.

Adjournment: Motion to adjourn was made by Bob Galbraith. Cheryl Scott seconded the motion. All agreed.

Respectfully submitted,

Linda Galbraith, Secretary  
Leisure Lake Board of Directors