

Leisure Lake POA Board of Directors Meeting

February 8, 2016

Time started: 9:15 AM.

Time concluded: 11:10 AM

Call to Order: Jackie Laver, Vice President, called the meeting to order.

Roll Call of Directors;

Bob Galbraith	President	Absent
Jackie Laver	Vice-President	Present
Cheryl Scott	Treasurer	Present
Linda Galbraith	Secretary	Absent
Priscilla Chamblin	Director	Present
Em Lang	Director	Absent
Judy Walker	Director	Present
Beryl Haley	Director	Present

Reading of Previous Minutes: Jackie Laver, Vice President, read the minutes from the board meeting of January 11, 2016. Cheryl Scott motioned the minutes be accepted as read. Priscilla Chamblin seconded the motion. The minutes were accepted.

Committee/Directors Reports:

1. Cheryl Scott, Treasurer
 - a. Cheryl gave the treasurers report and reported a beginning bank balance of \$38,063.9 and an ending balance of \$36,318.25. Judy Walker motioned to accept the report and Priscilla Chamblin seconded the motion. All directors were in agreement.
 - b. Cheryl stated that she would like to use the statement function of QuickBooks for annual dues invoices instead of the invoice function of QuickBooks because it gives the property owner more information about how much has been paid and when. All directors agreed on this proposal.

2. Bob Galbraith, President, Grounds and Maintenance/Beautification Committee report. Jackie Laver, Vice President, spoke on the Grounds and Maintenance/Beautification Committee report in Bob's absence
 - a. New written two year contract is needed from Superior Ground Maintenance for lawn service to have accurate files.
 - b. A suggestion was made that Bob contact Harryette Lang and ask if she would be willing to be on the Beautification Committee because she has been very involved with the Gardens Club.
3. Jackie Laver, Vice-President, Newsletter, Rentals and Pool Keys:
 - a. Jackie reported that Jack Laver was scanning in the Articles of Incorporation, the Covenants, and the Bylaws so that they will be available on the website soon.
 - b. Welcome packets are being assembled and will be ready to use soon.
 - c. Jackie reported that she has not been able to get a response from the property manager of several leased houses; they are not returning her calls or emails. It was suggested that we contact his daughter who handles home repairs and setting up service calls for his lessees. We will obtain her phone number.
4. Priscilla Chamblin, Director, Clubhouse and Entertainment Committee:
 - a. At the Annual Meeting it was discovered that the lights by the front doors, the dusk to dawn, lights were not on, nor was the stair tread lighting working on the left, as facing the building, and one out on the right. Matthew was called and the problem was fixed...
 - b. The lights on the Wolf Bay Drive entrance to the subdivision are always on and need to be fixed.
 - c. The light posts in the front of the Club house have different color temperature bulbs in them and therefore cast different color light. A suggestion was made to purchase the lights by the case so all bulbs are the same..
 - d. The Valentine's party is on Saturday, February 13th, at 5:30 p.m., with Bob and Ryland cooking pork loins. Karaoke is all set, and Priscilla will be getting some Dinning Out gift certificates and small cash amounts for prizes.
 - e. Priscilla reported that she needed to see who needed a key to the Cabinet/Closet in the kitchen, i.e. new board members. Beryl Haley suggested that if we as board members could get into the office and there was a master key there than we wouldn't need individual keys.
 - f. The key questions brought up a need for a key safe/locker to house keys as there are becoming more locks and keys. After a tour of the office and the peg board key holder the board decided to purchase a key safe/locker to hold and label all our keys. It was decided it needed to be able to hold at lease 12 keys and could be hung on the wall that backs up the hall. Beryl Haley is going to purchase the key/safe/locker.
5. Judy Walker, Director, Violations

- a. Judy reported that she would like someone to help her learn what to do for her job. Jackie and Cheryl offered to help in anyway she needed.
 - b. It was decided that on the 1st and 3rd Thursdays of the month violation checks would be made. There would be a day time check and a night time check. Each check would be handled by two people, one driving and one writing the violation list.
 - c. Jackie and Jack Laver volunteered to handle the night checks and Judy Walker and Priscilla Chamblin the day checks.
 - d. Judy was shown the office and where to find the master list of property owners, where the violation letter forms were kept and basic beginning knowledge of how to do, Jackie Laver said she would help show her how to do the letters after their first checks this month.
6. ARC, Bob Galbraith, ARC Director
 - a. The ARC notebook was returned to the Club house by Jeff Huffman, former ARC Director, and is in the office.
 - b. ARC request forms will be available in the club house.
 7. Em Lang, Director, Pool Director
 - a. The pool meeting scheduled for after the board meeting was canceled due to absentees.
 - c. Meeting for pool rules rescheduled for February 15, 2016 at 9:00 a.m.

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

New Business: March Board Meeting scheduled for March 7, 2016 at 9:00 a.m. for workshop and at 10:00 a.m. for meeting.

A motion to adjourn was made by Cheryl Scott and seconded by Beryl Haley. The motion passed.

Respectfully submitted,

Beryl Haley, Director, Acting Secretary
Leisure Lakes Board of Directors