



Mirror Lake

A lake and golf community

MLCA
Board of Directors Meeting

February 23, 2021
6:30 pm

Robert's Rules of Order

(Current Edition,
Sept. 2020)

Zoom Protocols:

- 5 Minute technical startup
- Do not multi-task
- Microphone on mute when not speaking
- Limit use of Chat for side conversations
- Commit to civility and respect
- Wave hand or use virtual hand to ask questions

- Note: Roberts Rules restrict everyone to speaking twice on any debatable motion.

Roll Call

Neighborhood	Member
Beacon Village	Margaret Garland
Between the Greens	Peggy Hilton
Bridgewater	Ken Willis
Carrington	Carey McBride
Chestnut Creek	Derrick Perdue
Chipping Court	Ed Buhler
Club Pointe	Darrell Donaldson
Enclave	Sucess Ricks
Fairway Seven	Rodney Alston
Gateway	W. Vernon Reedy
Gold Creek	Theresa Buchanan
Golfers Way	Tom Flowers
Harmon Springs	Melissa Frederick
Magnolia	Stephen Adams
Northwoods	Tyler Barr
Overlook	Richard Glass
Park Place	Polly Oliver
Parkview	Warren Scandrick
Reflections	Ken Johns
Somersport	Carmen Williams
South Harbour	Oliver Clifton
Southwoods	Fred Molnar
Spyglass	Judy Whitney
Stillwater	Mike McCrary
Watermist	DeAngela Dothard
Woodcliff	Carolyn Nelson
At Large	Sherri Kelley

Adoption of the Agenda

MLCA Board of Directors Agenda

February 23, 2021, 6:00 pm

Prior to Call to Order

- Robert's Rules of Order

Agenda

Call to Order (President Polly Oliver) 5 min

Roll Call (Secretary Dee Dothard) 5 min

Adoption of the Agenda (Secretary Dee Dothard) 5 min

Adoption of Minutes (Secretary Dee Dothard) 5 min

Unfinished Business

- Insurance Obligations (Vice President Ken Willis) 10 min
- Transparency and Inclusion (Secretary Dee Dothard) 10 min
- MLCA Office Updates (Vice President Ken Willis) 5 min
- Committees (President Polly Oliver) 10 min

Executive Session

Adjournment

Adoption of the Minutes

February 9, 2021, 7:30 pm
Regular Meeting of the MLCA Board of Directors
Location: Zoom

President- Polly Oliver
Vice President- Ken Willis
Treasurer- Tyler Barr
Secretary- Dee Dothard

Call to Order

President Polly Oliver called the meeting to order, reminding participants of Virtual Meeting Protocols from Robert's Rules of Order, current edition, v.11

Attendance

Present: Margaret Garland, Peggy Hilton, Derrick Perdue, Ed Buhler, Darrell Donaldson, ~~Success~~ Ricks, Theresa Buchanan, Tom Flowers, Melissa Frederick, Stephen Adams, Richard Glass, Polly Oliver, Warren Scandrick, Ken Johns, Carmen Williams, Thomas Clifton, Fred Molnar, Judy Whitney, Mike McCrary, Carolyn Nelson, Sherri Kelly

Absent: Carey McBride, Rodney Alston, Vernon Reedy

Agenda and Minutes Adoption

The agenda was approved by the board by common consent.
The minutes were approved by the board by common consent.

Motions

1. Motion to Approve the Pool Repair, **Polly Oliver**

Motion to approve Pool Rx to repair the pool. The estimate for repair is \$1,162.78.

Roll Call Vote: Common Consent

2. Motion to Set Meeting Cadence **Dee Dothard**

Motion made to meet the 3rd Tuesday of each month at 6:30 pm.

Roll Call Vote: Common Consent

3. Motion to Adopt a Resolution to Extend Annual Assessments, **Tyler Barr**

For the year 2021, the Board of Directors of Mirror Lake Community Association, Inc. ("MLCA") will maintain annual dues at \$475.00 for this calendar year. Due to the circumstances during the COVID-19 pandemic, the annual assessment collection will be extended to February 28, 2021 for homeowners of MLCA to assist with payment delinquencies.

Roll Call Vote: **Votes in Favor 20/Votes Opposed 3**

4. Motion to Adopt a Resolution to Establish and Grant Authority to Executive Committee between Board Meetings, **Tyler Barr**

The members of the executive committee shall be the President, Vice President, Secretary, and Treasurer. The executive committee shall exercise the authority of the board of directors between meetings of the board including but not limited to the extent to necessary act on unanticipated business that requires action between board meetings and action taken not contrary to the instructions of the board of directors. The executive committee shall perform other duties as assigned by the board of directors.

Agreed to table and move to another meeting

5. Motion to Adopt Resolution to Establish Specific Purpose Committee, **Ken Willis**

The President and Executive Officers of the Mirror Lake Community Association shall be authorized to establish advisory committees as authorized by Article 5, of the Bylaws of Mirror Lake Community Association. This authorization envisions the establishment of six (6) standing committees with no expected limit of duration, and one (1) temporary assignment committee whose purpose and service will end with the completion of a recommendation to be reviewed and considered by the Board of Directors.

Committee Chairs will be selected and assigned by the President of the Association and shall serve at the leisure of the President.

- Committees must be Chaired by a Director of the Association; however, membership may include participation of non-director owner/occupants of the community.
- Committees will consist of no less than five (5) members and no more than seven (7) members.
- Upon initial establishment, Committees must develop a Charter and list of objectives to be reviewed and approved by the Board of Directors. The initial Charter and list of objectives must be made available for review within thirty (30) days of the selection of the Committee Chair.
- Standing Committees must review and update/confirm Charter and objectives no less than annually.
- Committees will be expected to provide budget recommendations and budget oversight for expenses supporting the Committee's Charter and objectives. Such oversight shall not supersede or replace the authority granted to the Treasurer and elected Executive Officers of the Association.
- Committees must provide regular updates of actions and activities to the Board of Directors at each meeting of the Board.

Amendment made to state that Committee chairs will be selected by the President of the Association and shall serve at the discretion of the President. (Ken Willis)

Roll Call Votes: Votes in Favor 22/Votes Opposed 2

6. Motion to End the Advisory/Steering Committee, **Polly Oliver**

The Declarant Advisory Committee and the MLCA Steering Committee have completed their missions. All authority and direction are now determined by a duly elected Board of Directors made up of Owner Occupants and therefore all actions of the Declarant Advisory Committee and the MLCA Steering Committee shall end effective immediately.

Common Consent

Board entered into Executive Session and adjourned afterwards



Unfinished Business

Unfinished Business

Insurance Obligations (Ten Minutes)

Vice President Ken Willis

- **Directors & Officers Insurance Quote**
 - Still awaiting response from underwriters. Due to size of the association the underwriting had to undergo a more in-depth review.
- **Fidelity Bond**
 - Quote: \$326.03 annually
 - Quote based on 1-5 individuals with \$100,000 coverage
- **Worker's Compensation Insurance**
 - Investigating need and value to association for 1099 employees
 - Investigating possible refund for 2021 renewal made in December 2020
- **Association General Liability Insurance**
 - January 2021 inspection revealed mandatory corrective actions are needed
 - Fire Extinguishers serviced and hung properly, No Swimming Signs, Broken Benches
 - Policy rated on 1,100 homes must be updated to reflect new home count... 1,375

Unfinished Business

Transparency and Inclusion (Ten Minutes)

Secretary Dee Dothard

- Zoom meeting reminder sent for upcoming monthly meetings (ability to add to calendars)
- High activity will drive Special Session Meetings
- Slide Decks will be posted on HOA website
- Minutes will be posted as approved

Unfinished Business

MLCA Office Updates (Five Minutes)

Vice President Ken Willis

- Completed Changes
 - All main level access locks changed
 - Ban accounts secured
 - Cleaning Service hired for one-time cleaning

- Needed Changes
 - Office Technology Updates: Computer Hardware, Phone Service and Access, Web/Email Services
 - Alarm and Security Cameras Serviced

- Staffing
 - Board agreed to temporarily staff with Board volunteers
 - Responsibilities will be limited to answering phones, questions, and distributing amenity tags

 - Recommend establishing minimal but firm hours of operation
 - Monday-Friday 4:00pm until 6:00pm , Saturday 10:00am until 2:00pm
 - Requesting Board member to assume responsibility for coordinating volunteer schedule

Unfinished Business

Committees (Ten Minutes)

- President Polly Oliver

- Grounds Committee: **Warren Scandrick, Mike McCrary, Margaret Garland**, Marshall Smith, Jan McCrary

- All other committees need board members to sign up:
 - Lake – 3 volunteers (1 Board – Ken Willis, Chair)
 - Finance – currently 3 volunteers (2 Board, Tyler Barr, Chair)
 - Amenities (Pool, Tennis & Pickleball Courts, Walking Trails) – 2 volunteers (no Board)
 - HOA Management – 3 volunteers (2 Board, Dee Dothard & Sherri Kelley)
 - Community Development/Social – 3 volunteers (2 Board, Sherri Kelley & Dee Dothard)
 - Covenants/ByLaws – 2 volunteers (Board, Warren Scandrick)

- Sign up prior to March meeting

Reminder of Motion Adopted –
Resolution to Establish Specific Purpose Committees

- Community Development (Standing Committee)
 - Finance Committee (Standing Committee)
 - Amenities Committee (Standing Committee)
 - Lake Committee (Standing Committee)
 - Covenants & Bylaws Committee (Standing Committee)
 - Facilities and Grounds Committee (Standing Committee)
 - HOA Management Review Committee (Temporary Committee)
-
- **Chaired by a Director**; membership may include non-director owner/occupants of community.
 - Consists of **no less than five (5) members and no more than seven (7) members**.
 - Upon establishment, **Committees develop Charter and objectives** for review/approval by Board of Directors. Initial Charter and objectives must be available for review within thirty (30) days of selection of Committee Chair.
 - Expected **to provide budget recommendations and budget oversight for expenses** supporting Committee's Charter and objectives.
 - Committees provide **regular updates of actions and activities to the Board of Directors** at each Board meeting

A blue callout box with a white border and a drop shadow, containing the text "Executive Session".

Executive Session

**Board of Directors only
(not open to non-board
members)**