

## **Minutes**

April 20, 2021, 6:00 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 at 6:08 pm, reminding participants of Virtual Meeting Protocols from Robert's Rules of Order, current edition, v.11

### **Attendance**

**Present:** Margaret Garland, Derrick Perdue, Su vess Ricks, Tom Flowers, Melissa Frederick, Richard Glass, Polly Oliver, Warren Scandrick, Ken Johns, Thomas Clifton, Judy Whitley, Mike McCrary, Carolyn Nelson, Sherri Kelley, Rodney Alston, Peggy Hilton, Carmen Williams, Carey McBride, Ken Willis, Vernon Reedy, Dee Dothard

**Absent:** Stephen Adams, Fred Molnar, Tyler Barr, Ed Buhler

### **Agenda and Minutes Adoption**

The agenda was approved by the board by common consent after discussion that Secretary Dee Dothard would speak in place of Treasurer Tyler Barr.  
The minutes were approved by the board by common consent.

## **Unfinished Business**

**Vacant Board Member Positions-** President Polly Oliver gave an update of the vacant positions for Chipping Court (as of 4/20/21), Club Pointe, and Gold Creek. The position for Gateway will possibly be open and a suggestion for filling this position has been given. Anyone interested must submit their qualifications and will be voted on by the board for approval.

**Establishment of Executive Powers-** Secretary Dee Dothard presented the Motion to Adopt a Resolution to Establish and Grant Authority to the Executive Committee.

### **Motion**

**The members of the executive committee shall be the President, Vice President, Secretary, and Treasurer. The executive committee shall have the full authority of the board of directors to the extent necessary to support the day to day business of the MLCA. This authority is intended to support unanticipated business and shall not be used to enable the circumvention of the Board's rightful oversight of MLCA management operation and spending. The executive committee spending authority related to this motion will be limited to \$10,000 per occurrence and all such activity must be reported to the full Board of Directors at the first Board meeting following the decision and/or expenditure.**

## **Vote: Roll Call Unanimously Approved**

**Transparency and Inclusion-** Secretary Dee Dothard requested board members respond to emails within 24 hours.

**Financial Update-** Treasurer Tyler Barr was unavailable to give a financial update due to his absence. The minutes and slide deck will be updated and distributed to board members once received.

## **Committee Reports**

**ARC Committee-** President Polly Oliver presented the update of meetings for the ARC committee. The ARC now meets bi-monthly (as of 4/16/21) to cover the large amount of requests received and decrease turnaround.

**Grounds Committee -** Chair Warren Scandrick gave an update on the Grounds Committee. The committee added irrigation to their In Scope items, have several projected milestone dates for projects, are addressing street signage, removing dead landscape, working on the Connors Rd issues, and both fountains are set for repair. Dates and detailed information on all projects are listed in the slide deck. Mr. Scandrick also provided photographs of the area where work has been completed.

**Amenities Committee-** Chair Dr. Richard Glass gave an update on the Amenities Committee. The committee is looking to recruit more members due to only two being active. The leak at the pool on Connors Road has been fixed. There is tile and drywall work that needs to be completed at this site. The tennis courts, playgrounds, walkways all need pressure washing. Doug's Pressure Washing has been contacted and has given an estimate of around \$6,500 to complete the job. The gates at the Connors Road pool and HOA office pool needed repairing. The work has been completed and we are waiting on the bill from the vendor. We also need signage at the pools by 5/14/21. Pool monitors will continue to be used at both pools and a notice will be placed on the website to recruiting monitors. A pool inspection, playground maintenance, and pool bathroom drywall/tile are scheduled for 4/30/21. The tennis court wash/repair is scheduled for 4/23/21.

The \$6,500 needed for pressure washing was approved and will be taken out of general maintenance. Approval to have mandatory signage at pools purchased and installed was approved by the board.

**Covenants and Bylaws Committee-** Chair Suveess Ricks gave an introduction of the committee and explained the dashboard. Mrs. Ricks provided the charter, objectives, in and out of scope items, deliverables and projects. Mrs. Ricks explained that the committee will need copies of the Covenants and Bylaws and will ask the board for a budget at a later date.

**Lake Committee-** Vice President and Chair Ken Willis gave an introduction of the committee and explained the dashboard. The committee has not had a meeting as of 4/20/21. Mr. Willis gave the charter information, member names, and the objectives for the Lake Committee.

**HOA Management Committee-** Vice President and Chair Ken Willis provided the charter, members, objectives, deliverables, and projects for the committee. The committee researched multiple providers and HOA's for possible future management companies for the HOA. The HOA received 3 detailed proposals and excluded one due to costs beyond budget. The committee selected one provider that provided a proposal that fits the needs of the HOA without an increase of fees for homeowners. The committee submitted a motion to allow the HOA to go into final negotiation with the service provider. The committee has also researched and secured a Temp Agency candidate that can offer support for HOA Office assistance covering a potential four to six week transition period for implementation of

external services. The committee submitted a motion to allow the HOA to secure temp agency support for HOA management office staffing during the transition period.

#### **Motion**

**The HOA Management Committee should be granted full authority to proceed with the recommended efforts identified within the committee report;**

- **Enter final negotiations and agreement with the provider of the low cost proposal for full service HOA Management Services**
- **Secure temp agency support for HOA management office staffing and support during transition period**

#### **Vote: Roll Call Unanimously Approved**

**Community Development-** Chair Sherri Kelley gave an introduction of the committee and the dashboard. Mrs. Kelly discussed the charter, objectives, in scope items, deliverables, and projects. The committee will purchase 4 banners to place at entrances for Mirror Lake graduates. The committee will also create bags/boxes for new residents (estimated 10 new residents monthly) at a cost of \$20 per basket. The asking budget amount for the bags/boxes is \$2,500 and \$300 for two banners.

The board approved the \$2,800 budget by common consent and will speak with Mrs. Kelley to finalize the additional funds needed to purchase the other two banners. Due to safety issues and Covid-19, the committee has opted to move all other projects to dates later in the year and Spring 2022.

**Finance Committee-** An updated report will be provided by Chair and Treasurer Tyler Barr and provided for board members and residents.

#### **New Business**

**HOA Office Update Motion-** Vice President Ken Willis proposed a motion to change the keypad, cameras, and alarm system at the HOA office.

#### **Motion**

**The HOA Management Committee is authorized to update the keypad, cameras, and alarm system at the HOA office not to exceed a value of \$10,000. Ken Willis**

#### **Amended Motion**

**The HOA Management Committee is authorized to update the keypad, cameras, alarm system at the HOA office and Connors Road pool house not to exceed a value of \$18,000. Richard Glass**

**Vote: Motion passed (One vote against)**

#### **Executive Session**

The Board of Directors did not enter into the executive session.

**Meeting adjourned at 7:59 pm.**

**Approved**

**5/18/2021**

**D.D**