

## Minutes

March 16, 2021, 6:00 pm \*\*6:15 due to technical difficulties\*\*  
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, Derrick Perdue, Suveess 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

**Absent:** Carmen Williams, Stephen Adams, Fred Molnar , Ed Buhler, Carey McBride,

### Agenda and Minutes Adoption

The agenda was approved by the board by common consent.  
The minutes were approved by the board by common consent after motion to revise were made.

**A motion was made to revise the minutes to read Committee Volunteers instead of Committee Members. The motion was approved with common consent.**

### Unfinished Business

**Insurance Update-** Vice President Ken Willis reported that we are awaiting the D&O Insurance quote due to the size of the neighborhood as of 3/16/21. Risk Inspection report conducted on the HOA in January 2021. This revealed four mandatory corrective actions that need to be taken. The four actions are service fire extinguishers, hang fire extinguishers, post no swimming signs at the lake, and fix broken benches. We have taken care of the fire extinguishers by having new ones hung properly. A No Swimming sign is now posted at the parking area of the lake. We will send a letter stating we intend to fix the benches. Workers compensation underwriters do a bi-annual audit and we were notified 3/4/2021 and have a month to comply.

**Office Update-** President Polly Oliver gave an update about the HOA Office. The office security system and accounting software is outdated and HOA will need to be updated. All changes will be handled by the HOA Office Management Committee.

**Dam Inspection Update-** Vice President Ken Willis gave an update about the lake. The HOA pays for quarterly inspections as required by Safe Dams. Ken spoke to the engineer on 3/5/21 and he gave a report. We need to clean and also enhance vegetation. The golf cart area needs to be monitored. The spillway is a big issue with the Safe Dams Program and we need to be sure the grass grows there with a root base of 12 inches. If not, we could be forced to concrete the area. Advise individuals to use golf carts etc on the road. A periodic inspection revealed seepage below the dam. Seepage is occurring through storm drain. MLCA entered into an agreement with our engineers for the design and preparation of construction documents to correct the issue. We are in possession of those and Safe Dams have approved the documents. Next step is to put a proposal out. Estimated cost is \$100,000 to make this mandatory repair.

**Transparency and Inclusion-** Secretary Dee Dothard reported that a board member suggested we use a City of Villa Rica location for our meetings.

**Motion to hold HOA Board Meetings in person at a City of Villa Rica location. Mike Mccary**

**Vote: Yes (5) No (13)**

Tom Flowers will lead a committee to explore options and we will bring it back at a later time.

Have Carmen Williams assist with Zoom. If we are unable to get help we will search further for support.

**Volunteers** - President Polly Oliver gave an update Seventeen board members have volunteered at the HOA.

Volunteers are needed for the upcoming week.

**Motion to remove the weekday 4-6pm hours, keep the 10-12 am hours and Saturdays in the interim until the HOA Office Management Committee meets. Melissa Frederick**

**Vote: Common Consent**

**Financial Update-** Treasurer Tyler Barr gave an update. The transition is making progress and should be fully engaged by the end of the month.

- Jan 1, 2021 balance \$59,505.02
- Income to date as of February 28, 2021 is \$505,580.52
- Expenses as of February 28, 2021 are \$54,595.56
- February 28, 2021 of Cash on Hand is \$450,984.96
- BB&T balance \$194,018.59 (Reserve)
- Signature Bank balance \$215,792.52 (Reserve)

Tom Flowers recommended that we bring in a CPA for reporting purposes.

### **Motion**

**Motion to purchase a new office desktop and business software not to exceed \$1,000.00. Tyler Barr**

**Tyler Barr withdrew the motion to establish a new motion with a new dollar amount.**

### **New Motion**

**Motion to authorize Treasurer Tyler Barr to purchase an immediate need office desktop until later notice.**

**Carolyn Nelson**

### **Amended motion**

**Motion to authorize Treasurer Tyle Barr to purchase an immediate need computer and business software not to exceed \$2,000. Carolyn Nelson**

**Vote: Common Consent**

## **Committee Reports**

**MLCA Committees-** President Polly Oliver presented the update of meetings for committees. The Grounds Committee is functioning and Amenities is scheduled to meet 3/15/2021. HOA Management is pending. Sherri Kelley volunteered to Chair the Community Development/Social Committee. Suveess Ricks volunteered to Chair the Covenants/ByLaws committee with support.

**Grounds Committee-** Chair of the Grounds Committee, Warren Scandrick, gave an update of their meetings. He discussed their charter, objectives, in/out of scope, deliverables, members, projects and project milestones.

**Motion to remove the term facilities from our initial Committee (Grounds and Facilities Committee) and create a committee specifically for Facilities. Warren Scandrick**

**Vote: Common Consent**

**Amenities Committee-** Dr. Glass gave an update on the Amenities Committee from the 3/15/21 meeting. He proposed a charter to be reviewed by the members of the committee over the upcoming week. The objectives and scope/out of scope items were discussed. The committee will update the board at each meeting. List of committee members were given. They are addressing opening the pools around Memorial Day. First official meeting will be scheduled over the next two weeks.

Vice President Ken Willis discussed that the grounds and amenities committees will bring vendors to the board for approval. Expenses and budget suggestions will be brought to the board for discussion.

**Board entered into Executive Session and adjourned at 8:03pm**

**Approved**

**4/20/2021**

**D.D**