# **CREEKSIDE VILLAGE HOMEOWNER ASSOCIATION, INC.**

# **AGENDA-BOARD OF DIRECTORS MEETING**

# **Date: Monday, August 26, 2019**

# **Time: 7:00 P.M. - Annual Board Meeting**

# **Place:** **309 Conner Grant Rd, New Bern, NC**

# **CALL TO ORDER/ROLL CALL 7:00 P.M.**

# **WELCOME/INTRODUCTIONS 7:00 P.M.**

# **HOMEOWNER/GUEST CONCERNS 7:05 P.M.**

## (Questions formally requested by a homeowner)

# **IMMEDIATE ACTION ITEMS 7:15 P.M.**

## Adjudicatory Panel and Procedure

## Financial Report

### Monthly operating reports & Annual Assessments

#### Delinquent assessments

## Violations

# **OLD BUSINESS 7:20 P.M.**

## Events

### Neighborhood fall common area cleanup on a Saturday Morning –Nov 16

## Insurance

## Corporate Bylaw missing signature page

## Bank Reserve Account

## New Pond Maintenance

## Property Manager

# **NEW BUSINESS 7:30 P.M.**

## Adjudicatory Panel and Procedure

## Gmail Account

## Newsletter/websites ideas

## Next meeting location

# **OWNER /GUEST CONCERNS AND/OR COMMENTS 7:45 P.M.**

# **ADJOURNMENT TO EXECUTIVE SESSION 8:00 P.M.**

1. Discussion of Delinquent Owners
2. Discussion of owner in violation of the governing documents
3. Personnel Issues

Next meetings: Tuesday, Dec 10th 2019 at 309 Conner Grant Rd; Monday, Jan. 6th, 2020

**MINUTES OF A MEETING OF THE BOARD OF DIRECTORS**

**CREEKSIDE VILLAGE HOMEOWNERS ASSOCIATION, INC.**

Date: Monday, August 26, 2019

Time: 7:00 PM

Place: 309 Conner Grant Rd, New Bern, NC

Present: Victoria Forguson, President; Angela Desmond, Vice-President; Kelly McGroder, Secretary

Absent:

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**APPROVAL OF AGENDA:** The meeting was called to order at 7:00 PM and the agenda was approved.

**APPROVAL OF MINUTES:** **VICTORIA MONTIONED AND ANGELA SECONDED THE MOTION TO APPROVE THE BOARD MEETING MINUTES of JUNE 11, 2019. THE MOTION PASSES UNANIMOUSLY.**

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| **Items of Business** |

**WELCOME/INTRODUCTIONS:** Victoria welcomed owners and introduced the board of directors.

**ESTABLISH QUORUM: (50%=55.5)**

**CORRESPONDENCE: (Summary of Letters\Reports to Board)**

**FINANCIAL REPORT:** Delinquent assessments were explained. Board members agreed that lawyer letters will be sent for delinquent assessments and lien letters sent to unpaid accounts, if not paid by August 1.

**OLD BUSINESS:** Fall cleanup: Things to be worked on:

Insurance: Switched insurance companies in April. The refund from the Robinson Policy was mailed out Aug 7th.

 Corporate Bylaw missing signature page: Victoria checked with original corporation attorney for a signature page. There was not one. We will have to pay an attorney to create one. The HOA’s corporate seal and binder were found to be located at Moses D. Lasitter 1319 Commerce Dr, New Bern, NC 28562.

 BB&T Banking: Checking account agents were changed to current board members. A Signatories will be changed for the new property manager. Reserve Account was established.

Pond Maintenance: We have been monitoring the new pond company that started June 1st. They seem to be doing a good job. A July report suggests placing more rock at outflow tube for both ponds due to small amount of erosion. They will send an estimate for placing rock.

Property Manager: Switched property managers Aug 21, 2019 to TJS Properties Inc. Victoria had difficulty getting HOA business done through Property Management after giving notice with the new PM account manager. Delinquent assessments and violations need to be addressed with TJS.

 Upcoming Events: Fall neighborhood cleanup Sat, Nov 16th 10-12 AM; Next newsletter Sept 1st.

**NEW BUSINESS:** Adjudicatory Panel and Procedure: The Board decided that a clearer policy on the HOA’s violation procedure was needed. We will consult with TJS on this since they will be monitoring the neighborhood for violations.

 **Gmail Account:** thecreeksidevillagehoa@gmail.com was created for business use and to digitally store documents for current/future board members. This will prevent the loss of documents and allow storage of important educational materials. The board has been working hard to recover and update correctly the corporation’s legal documents.

Newsletter/websites ideas: Announce the new property’s manager and update contact information, hurricane info, recycling.

Next meeting location: 309 Conner Grant Rd.

**OPEN FORUM:** Those in attendance were invited to share any concerns or questions at this time.

**FURURE BOARD MEETINGS:** All unit owners are welcome and encouraged to attend our quarterly meeting. If you cannot attend and have a question or a comment, you’d like to share please call the property manager. Dates for upcoming meetings are Tuesday, Dec 10th 2019 at 309 Conner Grant Rd; Monday, Jan. 6th, 2020

**MEETING ADJOURNED:** **Executive session**

**VICTORIA MOTIONED AND KELLY SECONDED THE MOTION TO ADJOURN THE MEETING AT 7:56 PM. THE MOTION PASSED UNANIMOUSLY.**

 **Next Meeting: Tuesday, Dec. 10, 2019**

Respectfully Submitted by: Kelly McGroder, Secretary