

THE SPRINGS AT GREENLEAF TRAILS BOARD MONTHLY MEETING AGENDA
December 17, 2024 6:00PM
Springs at Greenleaf Trails Clubhouse

Members: President Rebecca Papajohn, Vice President Kelly Akins, Secretary Dean Coffman, Treasurer David White, Members at Large Jim Brickman, Susan Yockel, and Jeremy Goodrich.

1. **Call to Order** – Called to order at 6pm.
2. **Roll Call and Quorum (minimum of 4 members)** - All Members present.
3. **Approval of Agenda** 1ST Jim 2ND Jeremy No discussion. All approved
4. **Approve of previous months minutes**
 - a. **10/15/2024 Regular Monthly Meeting** Only voted by those present at those meetings are voting 1st Jermey 2nd David no discussion approved by all but those not present
 - b. **11/17/2024 Planning meeting** Only voted by those present at those meetings are voting 1st David 2nd Jim No Discussion. Approved unanimously
 - c. **11/19/2024 Annual Meeting** 1st Jeremy 2nd Susan No Discussion. Approved by all board members, except David (information presented was not correct)
 - d. **11/25/2024 Organizational Meeting** 1st Jeremy 2nd Kelly Discussion: Discussed problem with original document sent out. That was fixed and resent. No further discussion. Vote Approved by everyone.
5. **Officer and Committee Reports:**
 - a. Treasurer Report – David White
 - i. 187037.39 including MM account.
 - ii. Estimated open up next year 151,000 estimated. Some items over some under budgets will have a better idea later, but will probably be a bit higher.
 - iii. Remaining bills Management, Landscaping, electrical for clubhouse, gas for clubhouse and utilities for November and December. Making sure taxes are paid on all our land.
 - iv. Missing some mailing charges.
 - v. AT&T has not been straightened out. Owe Bruce 3 payments. Also Access system has some irregularities. Waiting on Bruce about AT&T to figure it out. Check paid November but supposed to be ACH or CC according to past conversations with Bruce.

- vi. A1 has not billed us for our annual check up for 2024. Should be 190.
- vii. Landscaping Late billing. Jeremy got the amounts from them so we have them 2774.12 total year 121950.00 Savings 12338.38
- viii. Jeremy mentioned that the MM guaranteed rate changes in February.
- ix. Jim asked about receiving balance sheets and other information. That is currently being sent via the management. Jim is not on the list. Rebecca will follow up with the management company to get him added.

b. Community Activities and Facilities – Susan Yockel

- i. Jaquetta and Kathrine are no longer doing lunch bunch anymore. It was not originally a board event so do we want to continue? Yes. Susan will find volunteers to run it.
- ii. Great turn out to last lunch bunch at red rock canyon.
- iii. Next event will be chili cookoff on SB Sunday
- iv. Next potluck is 21st of December.
- v. Topsy Tuesday 2nd Tuesday of every month
- vi. Jim is beginning a new bible study the first Sunday in January in the clubhouse. He will send more information.
- vii. Book club January 6th. Susan will contact Kate Diaz to sure up timeline.
- viii. Lightbulbs updated to efficient lightbulbs. AC and heating has been checked this year, will schedule next year more timely. Dean said to call them in April to Schedule based on his experience with them.
- ix. Dean Verbally acknowledged Jaquetta and Katherines efforts for keeping up with the lunch bunch all these years.

c. Grounds and Gates – Jeremy Goodrich

- i. Surge protector on gates is out. CSolutions were notified. Currently David's surge protector is being used.
- ii. Pedestrian Gates were brought up with them again.
- iii. Discussed showing the board how to operate the gates. Dean will show the new board members how to do it.
- iv. Last billing from PLC was discussed in Treasurers report.

d. Communications – Jim Brickman

- i. Significant amount of emails and Facebook posts have been sent out.
- ii. Looking to send out a weekly community event calendar. Working on with Susan.
- iii. Recruiting a communications committee.
- iv. Discussion on how updates to email addresses going on.
- v. Get with Kelly regarding a policy and procedures document.

e. President to address updates – Rebecca Papajohn

- i. Angela Drabek - Got board logins created. Discussion on updating website. Make it more user friendly. Cleanup.

- ii. She has been digging into manuals and other things to see how things work. Updating the binder to be more current.
- iii. Discussed goals and intents for what she is trying to organize on the board.
- iv. Reminder that we are a non-profit organization. So everything needs to be kept up with and documented correctly.

6. Old Business

a. Two Curb issues on Mount Mitchell Lane. Get Bids for Repairs.

- i. One in front of Jim's house where the street and the driveway meet.
- ii. Jim is fine with it, but there is a liability.
- iii. The other is in front the McLellan's house.
- iv. Options are grinding, cut out and repour.
- v. Jeremy will call around and get bids with Rebecca.
- vi. Will have something for January Meeting.

b. Mulch washing out of butterfly common area east and west. Discuss with Landscaping

- i. Solutions are to cut out a trench or put edging in.
- ii. Need to get the new landscaping to do it. Or get bids?
- iii. Motion to trench as a solution with new landscaping company. 1st Dean 2nd Kelly – Discussion John Wullich did it around his trees and it was effective . David wants to know how deep. Kelly wants to get more solutions from new company. Jim brought up rock as an option. Dean Rescinds the motion.
- iv. Jim motions to have Jeremy get a recommendation for solution for this. 1st Jim 2nd Susan. NO further discussion. Unanimous yes.
- v. Get information on it by the February meeting.

c. Vote on contracts for next calendar Year

i. Pool

1. Bid from Extreme pool care (prior vendor). \$8500.
2. Eric McMurray (current vendor) \$7620
3. Current vendor used \$423 in chemicals, 14 weeks 3 days using last year's information it would be \$6739.87 paid towards contracts. Would need to buy more equipment. Jeremy advised that Eric said no additional equipment. Does not include parts. This year the total was 7061.80. Includes parts and other things.
4. Discussion on merits of two bids. Eric is cheaper than Extreme.
5. Approval to let Kathy Stone unanimously approved. Kathy indicated that the book was not filled out regularly. Purchase of a vacuum is also a concern.
6. We need to have better supervision.

7. Motion to accept Eric McMurray's bid opening pool Friday after memorial day (may 30th) and extending out 16 weeks to September 19th. By Jeremy, 2nd Kelly. Discussion about further buying a vacuum. Unanimous eric McMurray wins the bid.

ii. Housekeeping

1. Motion to keep discussion to 15 minutes.
2. No bids. Currently 125 per month for 1 cleaning per month.
3. Motion to retain retaining current housekeeper. 1st Dean 2nd Jeremy. NO discussion. Unanimously passed to retain.

iii. Lawncare

1. 4 bids. Hodges lawn pro \$140,000. Brassfield Landscaping \$153,845.00. PLC (current Vendor) \$139,364.00. CGC (Past vendor) \$135,810.00.
2. Discussion on accepting the bid from CGC. Dean reiterated that we need to just vote on what was received so not to cause any consternation in the community. We need to just vote on all received.
3. Motion we have been provided 4 bids and all 4 are accepted. Kelly, 2nd Jim. Discussion: Jeremy feels we need to reject them because he did not receive the bid on time. 2 no (Jeremy and susan) 5 Yeses.
4. Discussion to highest bid is removed from consideration is being discussed. Motion to remove lowest bid Susan 2 Kelly. Discussion David does not believe we have enough to remove or any bids. 4/3 not to vote out lowest. Jeremy, Jim, and Susan.
5. Hodges lacked information. Remove? Kelly, 2nd Jim. 4 yeses 3 Nos (Jeremy, Dean and Susan)
6. Motion to accept PLC. Jeremy 2nd Susan. Jeremy mentioned their contract is on the high side that things will be adjusted as services are rendered or not. Supervision is a must and must be more assertive with them. The board gave their thoughts on the two remaining contracts. Split opinions. 5 YES to 2 NO. 2 no's were White and Coffman.

d. Vote On 2025 Budget with Updates.

- i. Reviewed changes made. See attachment.
- ii. Motion to accept budget with Changes 1st Jim 2nd Dean unanimously passed.

e. Covenants For Board Members/Gather Job Description Duties

- i. Received all duties for each board member, except the Secretary.
- ii. Standard format for Job each job description and will be sent to the board for approval.

- iii. Milestone exceeded his expectations for tonight's meeting.
- iv. Proposal from Jim delegate Jim Brickman as project leader to work with each board member 2nd. Dean passed unanimously
- v. Motion to designate at large members to their respective areas of oversight. Susan- Jim- Jeremy. 1st Kelly 2nd Jeremy unanimously approved.
- vi. Covenants. Rebecca proposes to table till next meeting, 2nd Dean All approved

7. New Business

- a. Elect or Assign 1 year term of the 4 new board members.**
 - i. Jim Volunteers to be the 1-year term. 2nd Jeremy all
- b. Appearance of Impropriety – Article 3.21 (4) on Exhibit D Page 12**
 - i. Wants to bring this to the board's attention on this and how we need to work with vendors. Move to Old business.
- c. Discuss violations and process for reporting and resident notifications.**
 - i. Tabled to next meeting.
- d. No expenditure without majority of board approval.**
 - i. Rebecca emphasized a bid is a commitment of our budget not money yet spent, Therefore it is especially essential that even budgeted or bid accepted expenses still require board approval.
- e. Discuss possible community survey.**
 - i. Tabled to next meeting.
- f. Plaque to be created with former board member listings.**
 - i. Tabled to next meeting.

8. Open Discussion – 5 Minute Limit per speaker, 30 minutes maximum. No Items can be adopted but can be voted to be included in the next meeting for new business.

- a. Dean wants to discuss in our next meeting our official communications.

9. Adjourn

Next meeting will occur January 21, 2025 at 6 PM in the clubhouse.