

THE SPRINGS AT GREENLEAF TRAILS BOARD MONTHLY MEETING MINUTES

January 21, 2025 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
2. Roll Call and Quorum (minimum of 4 members) David Late.
3. Approval of Agenda Motion: Jeremy, 2nd Susan, All who are present.
4. Approve of previous months minutes
 - a. 12/17/2024 Regular Monthly
 - Discussion to keep the motion that was rescinded or not. Keeping them.
 - Need to remove the Word agenda in title.*
 - Motion : Jeremy 2nd Kelly, All approved All approved with change above.
 - b. 01/06/2025 Special meeting
 - Motion to approve 1/6 meeting: Jeremy 2nd Susan
 - NO discussion.
 - All accepted as amended to include Jeremy explaining circumstances that led to someone being missed.
5. Officer and Committee Reports:
 - a. Treasurer Report – David White
 - i. Passed out handouts for budget discussion.
 - ii. Walked us through the 2024 budget where we fell for the year.
 - iii. Walked us through the 2025 budget ytd
 - iv. Walked us through the reserves spreadsheet. Above/Below-\$11,728.04.
 - b. Community Activities and Facilities – Susan Yockel
 - i. See attached.
 - c. Grounds and Gates – Jeremy Goodrich
 - i. Did a walk through with grounds committee and new vendor.
 - ii. Vendor Gave us a bid for the butterfly garden wash out.
 - iii. Got 4 bids for Curbs and roads, got more bids coming.
 - iv. Split rail fence – 24 residents total, 14 repairs needed. 2 no problems, 8 no response. Will be triaging repairs to estimate what needs to be done to see how much they can do with budget in consideration. (Rebecca)

- v. West pedestrian gate, not remaining latched because both sides open when the east side is not opening. (Rebecca)
- vi. Large entrance gate rubbing. (Rebecca)
- d. Communications – Jim Brickman
 - i. Organizational things are on schedule and ongoing
 - ii. Event Calendar in the works.
 - iii. Still recruiting a communication committee.
 - iv. Springs directory was distributed. We need to record how this is done so we can prepare for changes when people no longer want to do it.
 - v. Update website
 - vi. Policies and procedures manual
 - vii. Community survey not developed yet. Survey Monkey was recommended.
- e. President to address updates – Rebecca Papajohn
 - i. Met with Erin this week. We are a premium customer. We have access to tax, legal services. Maintenance staff is available at 30 dollar an hour. More services as well.
 - ii. Setting up how to classes for the board (thermostat, activity calendar, website update, gate instructions.)
 - iii. Wants a safety committee, since we are close to aid neighbors if the need arises, as well as planning what to do in an emergency including fire and tornados.
 - iv. Thanks for assisting while Rebecca was not feeling well. Special shout out to Kelly.

6. Old Business

- a. Two Curb issues on Mount Mitchell Lane. Get Bids for Repairs.
 - i. Jeremy already has 3 bids. Expecting 2 more bids. Tabled till next meeting for the rest of the bids come in.
- b. Mulch washing out of butterfly common area east and west. Discuss with Landscaping.
 - i. Feature Landscaping has given a bid so far. **Tabled to get another bid or two.** Try to get 3.
- c. Bid Approval Signatures Acceptance/ Notification Updates.
 - i. Contracts in hand for signing. Lawn, and Pool.
 - ii. **David recommends president and treasurer signs (the other two named officers will be backup if needed) Contracts should be signed at a board meeting. He motions. 2nd Jim. No further discussion. All approved.**
 - iii. Rebecca read through scope of the contract for Landscaping contract.

- iv. David would like to have it beforehand in the future just for scrutiny.
 - v. Kelly gave the update on the contract from the pool company. Added the opening of pool and closing dates. Also gave updates on conversations she had to verify with Eric on supplies and procedures.
 - vi. Both signed by David and Rebecca.
 - d. Vote On 2025 Budget with Updates (GLT Dues)
 - i. Motion to approve budget with changes Jeremy 2nd Susan
 - ii. No discussion.
 - iii. All approved.
 - e. Covenants For Board Members/Gather Job Description Duties
 - i. No secretary description yet.
 - ii. Job descriptions were adequate. Jim passed around the revised descriptions.
 - iii. Jim thinks we can approve them now instead of waiting until next month. We will wait till next month since some duties things are in flux.
 - f. Appearance of Impropriety – Article 3.21 (4) on Exhibit D Page 12
 - i. Rebecca wants to bring it up to bring association with a way to circumvent appearance of impropriety. Wants to make sure that no impropriety questions in the future.
 - ii. Asks that if the board members use a current vendor to bring our receipts to the meetings so there are no questions of kickback.
 - iii. David Motions that if any board member has work done by current contracted vendor, to bring their receipt to a meeting. 2nd Jim. – All Approved
 - g. Discuss violations and process for reporting and resident notifications.
 - i. All notifications to go through the HOA Manager to send letters, without going through the board. The HOA manager will notify the president of the violation report.
 - ii. Discussion if the president or vice president is needed in the process.
 - iii. Discussion that no one is verifying the infraction before a letter goes out.
 - iv. Proposal to table it till the next meeting.
 - v. Dean wants it to be anonymous to the board unless it is a habitual thing.
 - vi. Dean will update the online form to accept photo uploads.
 - h. No expenditure without majority of board approval.
 - i. Rebecca created a reimbursement form for board members and community members.
 - ii. Setting procedure on approval process at meetings.
 - iii. David recommends just passing it around for each board member to sign and approve. He also recommends no expenditures without a board approval.

- iv. David motions to not make any expenditures without full board discussion and approval. 2nd Jim.
Discussion
All approved.
 - i. Discuss possible community survey.
 - i. Updated in committee report.
 - j. Plaque to be created with former board member listings.
 - i. Tabled
- 7. New Business
 - a. Vendors for repairs – OK HOA Manager \$30 per hour.
 - i. Liability issues with volunteers doing work at the clubhouse. Thinks we need a waiver of liability for volunteer labor. Instead of doing that she proposes we have the HOA manager contractors do that work instead when appropriate or if the person.
 - b. Discuss Facilities Responsibilities – Kelly and Susan.
 - i. Facilities has become a large job. Kelly will take over the pool contract supervision. Pool committee would be included.
 - c. Annual Meeting – Date Change. Discussion time of year
 - i. Rebecca would like to have the meeting in September.
 - ii. Discussion about board terms
 - iii. Discussion about fiscal years
 - iv. Discussion about timing of contracts, and they do not all need to be approved in December. The only one due is the Lawncare contract.
 - v. Jim Motions to have 2 board members form a committee to work the details out bring recommendations. 2nd Kelly.
 - 1. Discussion on who should serve Dean Recommends Treasurer since there is a heavy lift there.
 - 2. Kelly volunteers.
 - vi. Voting all approved.
 - d. Point of Contact information.
 - i. Kelly handed out her draft of how to contact people and who to contact for things.
 - ii. Phone numbers are not going to be published.
 - iii. Recommend putting it on the website and the Facebook pages. Also put the copy on the bulletin board.
 - iv. Kelly moves to create point of contact document. 2nd Jeremy
 - v. All approved
 - e. Board communications with each other.
 - i. Emphasized that board business should be done through email not through text. So it can be documented.

- ii. Emergency approvals for expenditures need to be done in email. Text can be sent to notify them to check email.
 - iii. Text is still allowed for general information or discussion.
 - f. DRB procedures
 - i. Issue to DRB not being answered timely.
 - ii. DRB was a split thread where someone responded to it but removed some emails to speak with only the board. The decision was made on that instead of the original email. Therefore approval was not given before the work was done and some of the work would normally not be approved.
 - iii. Dean will lead the committee to ensure that will be done timely and all are notified.
 - iv. Include articles in response.
 - v. Dean is updating the form to include language about not beginning work if approval has not been received and to allow enough time for the approval to be done.
 - vi. Discussion about further use of our HOA manager. We think that is best left with the community.
 - g. Donation to Church for Annual Meeting.
 - i. Motion to make a donation to Lifespring church for 250 for last community meeting. 1st dean 2nd Susan
 - ii. David recommends sending a nice thank you letter.
 - iii. All.
- 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. Pat Schaper brought up painting the front gate. Needs to be done.
 - b. Pat asked about using Lawn company doing extra services. Jim sent out information today.

9. Adjourn 1st Dean 2nd Jeremy all.

Next meeting will occur February 18, 2025 at 6 PM in the clubhouse.

Activity/Facilities Report. January 21, 2025

1. January Lunch Bunch was cancelled due to weather. February lunch will be on the 14th at the Land Run Grill. 11:00
2. What's Brewing coffee event was cancelled over the holidays and once due to weather. We had 10 people attend on January 16th. We will meet every Thursday at 9:00.
3. Bible Study is being conducted and hosted Jim Brickman. It will be held each Sunday night at 6:00 at the clubhouse. They have met once as twice it was cancelled due to weather.
4. The bookclub was started on Friday, January 17th. 11 new members attended. The club will meet the 4th Wednesday of each month at 6:30 at the clubhouse. The next meeting will be February 26th. Thank you to Kate Diaz for the wonderful idea of forming this club.
5. Pot Luck - Hosted by David and Sandy White. Will defer to them for information.
6. Tail gate party - Chili cook off. To be held Sunday, February 9th. Open to all residents. More information to come soon.

Committees:

1. Pool committee and clubhouse redo. Headed by Kathy Stone. Purpose is to beautify the pool area. Also to update the furniture and decor inside the clubhouse. Including but not limited to cleaning, replacing and/or reupholstering the current furniture.
2. Welcoming committee to be headed by Pam McClelland and Jo Waters. Purpose is to welcome new neighbors and provide neighborhood information.
3. Clubhouse committee to be headed by Denise Barrick and Kenzie Williams. Purpose is to oversee the use of the clubhouse. Details include but not limited to making sure clubhouse is unlocked and locked for rental. Checking clubhouse to make it is clean so security deposit may be returned. Report any problems with clubhouse. Examples: burned out lightbulbs, plumbing and electrical issues, bathroom restocks, cleaning issues, etc. All repairs will be handled through HOA management co. Air filters will be changed by HVAC co. All lightbulbs will be changed by certified co.
4. Each household will be allowed to rent the clubhouse twice a year at no cost. A refundable security deposit will be collected. To be refunded once clubhouse is inspected after use. Resident must be in attendance during entire rental time

frame. Rental forms will be available at the clubhouse. They will in the wire baskets on the wall in the hallway. There will also be a community calendar, DRB forms and a welcoming package available.

5. Inventory committee to be headed by Kenzie Williams. Kenzie has inventoried all items in the clubhouse and created a spread sheet. She will update the inventory frequently. Kenzie and I will purchase items necessary to keep clubhouse stocked. No items will be purchased without prior board approval. Some organization of cabinets will take place. All pot luck items will be kept separated from other items in cabinets. Items to restock include paper products, bathroom supplies, soaps, lightbulbs, filters etc.
6. Kelly Akins will oversee the pool contract and all contact information regarding the pool.
7. I contacted Willeen Hodges, owner of our cleaning company. She shared the following information:
8. The clubhouse was last cleaned just before Christmas. Willeen always cleans on or very near the 20th of the month. Her fee is \$125.00 per cleaning. Invoices are up to date. She invoices every 6 months. All cleaning supplies are provided by her. She will provide a list of all services provided. Willeen recommends we return to cleaning every two weeks starting in the March/April time frame. Willeen offered to meet with us if we have any questions her services.

Respectfully submitted
Susan Yockel
Activity/Facilities Liaison