

# **THE SPRINGS AT GREENLEAF TRAILS BOARD MONTHLY MEETING MINUTES**

**May 20, 2025 6:00PM**

## **Springs at Greenleaf Trails Clubhouse**

Members: President Robert Rivera, Vice President David White, Secretary Dean Coffman, Treasurer Glenna Turner, Members at Large – Sandra Harriman, Claud Dill, and Kathy Stone

1. Call to Order at 6:01 by Rob
2. Roll Call and Quorum (minimum of 4 members) Absent- Claud Dill.
3. Approval of Agenda 1<sup>st</sup> David, 2<sup>nd</sup> Kathy All
4. Approve of previous months' minutes 1<sup>st</sup> Kathy 2<sup>nd</sup> David All
5. Officer and Committee Reports:
  - a. Treasurer Report – Glenna Turner
    - i. End of April 92555.53
    - ii. 231364,88 Money Market Interest is going up.
    - iii. 78805.44 Current Operating/Trust Balance
    - iv. Glenna is planning on visiting the management company in person to discuss some things.
  - b. Grounds – Rob Rivera and David White
    - i. Pre Emergent and weed killer is being done today, fertilizer will be done tomorrow.
  - c. Maintenance – Claude Dill
    - i. Back door of clubhouse is completely fixed.
    - ii. Passthrough gate between the pool to the pond had the handle twisted. It is fixed.
    - iii. Back passthrough had to be adjusted to align them better.
    - iv. Shingle on the clubhouse was flopping in the wind. It was fixed.
  - d. Clubhouse and Pool – Kathy Stone
    - i. 2 rentals both were cleaned well.
    - ii. Pool area plants are in place. Watering rotation begins in June. 6 volunteers
    - iii. Japanese Maple moved to get out of the direct sun.
    - iv. Moved some Hostas as well.
    - v. Annuals will be planted in June.
    - vi. Taking longer to get to our chairs to have them covered. It will be in Mid-June.
    - vii. Pool Party 29<sup>th</sup> Of May.
    - viii. Pool opening went smoother this year.
  - e. Community – Sandra Harriman
    - i. All the new people have been visited.
    - ii. New resident will be moving in; in a few days she will get to them when she moves in.
    - iii. New form to collect new information for new homeowners. This form is used for directory information and to get the HOA manager's records in order.

- f. President – Rob Rivera
  - i. Thanks for watching things while he was on vacation.
- David Made a motion to approve expenses for preapproved items for the clubhouse for Kathy Stone. 1<sup>st</sup> Sandra, 2<sup>nd</sup> Glenna. All

6. Old Business

- a. Two Curb issues on Mount Mitchell Lane. Get Bids for Repairs.
  - i. No updates
- b. Mulch washing out of butterfly common area east and west. Discuss with Landscaping\
  - i. No updates
- c. Discuss violations, fines and process for reporting and resident notifications.
  - i. Will put together a committee to look at it
- d. Discuss possible community survey.
  - i. No updates
- e. DRB procedures
  - i. Discussed Yahoo email not sending via the form. Dean is looking into alternatives.
- f. Welcome committee and first contact. Completed
- g. Update and complete the process that we will use for handling violations.
  - i. No updates
- h. What do we do for snow or ice problems for streets? David will get quotes on doing parts or all parts.
  - i. David will get with Max to get costs for each part.

7. New Business

- a. Street Estimates
  - i. 5 quotes
  - ii. 2 want 50 percent down. We don't want to use them since we have concerns for needing this. This was discussed in a prior meeting.
  - iii. 3 quotes remaining Mikes Paving, Fuller Paving, Armor Paving.
  - iv. Armor if cheapest.
  - v. David and Claud have been leaning towards Armor.
  - vi. Kathy motions to use Armor. Sandy seconds Vote. Unanimous
- b. Proposed process for solicitation of bids for all contracts
  - i. Discussion on proposed process.
  - ii. David thinks we need an operating procedure book for future boards to use.
  - iii. 1<sup>st</sup> Motion to approve proposal Sandy, 2<sup>nd</sup> Kathy. All approved.
  - iv. Motion to approve SOP book 1<sup>st</sup> David 2<sup>nd</sup> Kathy All approved
- c. Late fees for dues that came in after 3/1.
  - i. We will charge late fees for anything after 10 business days of due date. This will be a grace period we will added to the SOP. 1<sup>st</sup> Kathy 2<sup>nd</sup> Rob All in favor
  - ii. Vote to send invoice on one outstanding dues every month till paid. 1<sup>st</sup> David. 2<sup>nd</sup> Sandra All approved.
  - iii. Will see about adding mailing of billing every month. Rob will put something together.
- d. Mulching of Yards
  - i. First Mowing they bagged. This is Normal
  - ii. Past contracts don't mention bagging and mulching or they say they will do either.

- iii. SOW does not talk about bagging being a requirement.
- iv. We need to be uniform to not cause confusion.
- v. We do not think we have recourse to change anything at this point, except to get cost to bag and vote to pay more.
- vi. May want to consider it for our next SOW (Statement of Work). We need to add this for the survey in old business.
- vii. Motion to stay on course with the contract for the rest of the year. But we will monitor for problems. 1<sup>st</sup> Rob 2<sup>nd</sup> Kathy All in favor
- e. Clubhouse discussions
  - i. Island in the circle drive
    - 1. Discussion on what to do with the trees in there. They will not survive there much longer.
    - 2. Motion to Remove trees and put in a pots for transplant next year after they get healthy. Maximum budget \$2000. We will research plants to put in the place of the trees. 1<sup>st</sup> Kathy 2<sup>nd</sup> Glenna passed 5 to 1.
  - ii. Cleaning deposit.
    - 1. Tabled till next meeting.

8. Adjourn 1<sup>st</sup> Kathy 2<sup>nd</sup> David all

Next Regular meeting will occur June 17th, 2025 at 6 PM in the clubhouse.