THE SPRINGS AT GREENLEAF TRAILS BOARD MONTHLY MEETING AGENDA
September 16, 2025 6:00PM to 7:30PM
Springs at Greenleaf Trails Clubhouse

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

1. Call to Order by Kathy Stone 6 pm.

2. Roll Call and Quorum (minimum of 4 members) All present.

3. Approval of Agenda 1st Sandra 2nd David all approved

4. Approve of previous months' minutes

    a. Motion to approve Claude
    b. Glenna 2nd
    c. All approved

5. Requests to address board 10 minutes total.

    a. None Currently

6. Officer and Committee Reports:
    a. Treasurer Report – Glenna Turner
        i. 39511.82
        ii. August exp 15301.59
        iii. Todays balance 42, 866.86
        iv. 63 have paid special assessments so far 40 have not.
        v. Kathy will send out reminders about being due on sept 30th.
    b. Grounds – David White
        i. Waiting on flower bed maintenance issues.
    c. Maintenance – Claud Dill
        i. Light is fixed in the men's room
        ii. Sprinkler head in butterfly garden needed to be fixed. Featured landscaping fixed it.
    d. Clubhouse and Pool/President – Kathy Stone
        i. Chairs are back!!!!
        ii. Pool is closed a bit early due to weather
        iii. Top will be put on when the weather gets cool enough, we will pay him for closing when the work is done. Eric will stop by and check things for free until then.
    e. Community – Sandra Harriman
        i. Database is fully up to date with corrections sent. David and Sandra will review the list again.

7. Old Business
    a. Discuss violations, fines and process for reporting and resident notifications.
        i. Letters need to be tweaked.
        ii. Holding off on everything else until new hoa manager is selected.
    b. DRB procedures –
        i. Need to write down procedure for future DRBs
    c. Pool Rules (all of these are on hold till next year)
        Follow up on the following.
        i. Limiting the number of guests
            1. Will not limit the number of guests but will send a notice out to be considerate and to set expectations of what we expect.
        ii. Adding rules for weather closures
            1. Motion to add to the pool rules that the pool is closed during rain/lightening/thunder events. Sandra 2nd Claud - All
            2. Will add to the signage.
        iii. Pool Rail Covers
            1. This has been done.
        iv. TV
            1. Installed
        v. Signage changes
            1. Claud will work on getting the signs updated
    d. New Management company
        i. Bid progress
            1. 2 bids received. 4 requested
                a. 828 property management (Norman) $550 per month $300 to onboard
                    i. Cyber fraud insurance in place. Good protection in place
                    ii. On main Street in Norman
                    iii. B+ rating on BBB
                    iv. 47 HOAs
                    v. Most of their HOAs use Armstrong
                    vi. Will patrol 1 time per month.
                    vii. Online portal for board and homeowners
                    viii. Online payments are allowed.
                b. Neighborhood services (Edmond) $695
                    i. Extensive cyber security/insurance in place.
                    ii. Far away
                c. Carlsbad withdrew consideration
                d. Last did not reply
                e. Motion to accept 828 as our new Hoa manager by Claude
                    i. 2nd Sandra
                    ii. Aproved 5-1 (David voted against)
    e. Other contracts
        i. Scope of Work Review

            1. Clubhouse cleaning
                a. No scope – Kathy will get that together.
                b. Currently, they only clean 1 time per month. Will keep.
            2. Pool (will be placed on hold until next board is in place)
                a. Adjust opening and closing dates to save money.
                b. Maybe do some of the daily tasks in the community and only have the maintenance people out once a week.
    f. Budget for Next Year.
        i. Still waiting on Landscaping.
    g. Adjust Lawn Contract Scope of Work approved last meeting?
    h. Reinstate clubhouse rental fees.
        i. Passed in last meeting but need to follow up and update contract.
    i. Other Saving Opportunities for current year.
        i. Mowing Scope of work potential changes
    j. Special Assessment collection procedures.
        i. This was clarified on by Kathy in her most recent email. New process is working well.

8. New Business
    a. future landscaping bids
        i. scope of work
        ii. spreadsheet of format we want for future bids.
        iii. How to handle next year since current company is proposing an 8 percent increase.
        iv. Discussion of flower bed maintenance not being done for some months.
        v. Need to decide if the last fertilizer service needs to be done for the year.
        vi. We need to get a final bid from Featured Landscaping and compare it to CGC. Due by next meeting. We will finalize the decision to keep Feature or go to another company then.
        vii. Propose to accept the format for the bids Dean
            1. 2nd Claud
            2. All approved.
        viii. Scope was already approved last meeting. No changes.
    b. 2025 community meeting
        i. Board elections
            1. Kathy prepared email to invite people to run for board. They will fill out the information sheet.
                a. Motion to approve the information sheet for board Sandra
                    i. 2nd Glenna
                    ii. All approved
        ii. Presentation.
            1. Kathy and Glenna will start putting things together. They will bring things back for the next meeting.
        iii. Date and time proposals.
            1. November 11th at 7. Pending church availability.
            2. Backup date November 13th at 7 if that does not work.
            3. Glenna will contact the church.

9. General Q/A Maximum 15 minutes as time permits.
    a. Pat asking about Tax form 990.
    b. Edwin would like to start a bridge group.
    c. Linda Clarification on the management company patrolling.
10. Adjourn to Executive Session if needed. 1st Glenna 2nd Sandra All

Next Regular meeting will occur October 21st, 2025 at 6 PM in the clubhouse.