

LAUREL OAK AT LIVE OAK PRESERVE
HOMEOWNERS ASSOCIATION MEETING
20 Sep 2012 - 7:00 PM
MINUTES

1. Call to order: 7:04 PM
2. Roll Call:
 - a. Board Members Present: Janel Kennebeck, James Lovelace, Vince Cruz
 - b. Board Members not Present: Jason Rebmann
 - c. Guests: Sandra Gonzalez
3. Approval of 16 Aug Meeting Minutes: MOTION to APPROVE 3-0; (Vince, Janel, Jamie – Yea).
4. Summary of Events since last meeting (No interest for Election): Following the outcry for new elections, the Board sent out notice in August for new elections at the earliest convenience with a deadline for nominees by the Sep 20, 2012 Association meeting. As of this day, we have received absolutely no (zero) nominees. With no interested parties intending to run, it is determined the current Board will remain in effect for the full election term of one year.
5. Nomination to appoint 5th Board Member: MOTION made to nominate Sandra Gonzalez as fifth Board member. APPROVED 3-0; (Vince, Janel, Jamie – Yea).
6. Reaffirm Board Roles / Adjust: After a quick discussion and resolution, changes were made to the officers' titles and duties: MOTION for new duties as described below. APPROVED: 4-0 (Jamie, Vince, Janel, Sandra).
 - a. President: Janel Kennebeck (no change)
 - b. Vice President: Vince Cruz
 - c. Treasurer: Jason Rebmann (currently conducting in-house audit of financial records since resignation of previous two Treasurers)
 - d. Secretary: James Lovelace (was conducting Secretary duties since election)
 - e. Board member: Sandra Gonzalez
7. Status of Accounts / Next Steps:
 - a. Reconciliation: Upon finalization of the audit, MOTION: to mail individualized record of Reconciliation to each Homeowner (HO). APPROVED, 4-0 (Jamie, Vince, Janel, Sandra).
 - b. Payment Coupons: Janel learned that Regions' Bank will provide coupon booklets for each HO at a cost of \$4.00 per home/year. MOTION: further research and arrange coupon books for each HO upon approval of the 2013 Budget.
 - c. Village Directory: Vince suggested and volunteered to compile a Village directory for those residents and homeowners interested in participating in hopes to open lines of communication and increase the information flow within the community.
8. Budget discussion: Janel briefed the most recent Association costs from which to determine the new budget.
 - a. Reserves: Based on pro-rated estimates of what it may cost to make expected repairs, we are below what are Reserves should be at the 8 year point since inception of the Association (2004) based on a 20 year road surface life. Sandra made a point to further investigate standard road repair frequency, material, repair type, and estimates.
 - b. Electric: costs have been consistent
 - c. Legal: Past budgets have been inconsistent; need to minimize attorney usage but must still budget.

- d. Administrative: Past budgets did not factor in repair/replacement for Treasurer's computer, printer, and ink. Current computer is over four yrs old and frequently quits working.
 - e. Maintenance / Repair / Upkeep (Sidewalks): Sandra to check w/ Dept of Transportation for additional road repair estimate.
 - f. Neighborhood Events / Holidays
9. Monument Proposal: Live Oak Preserve (LOP) Master HOA Board is offering upgrades to each Village to improve the look and to better compete with the other top sub-divisions in the area (Grand Hampton, Seven Oak, Hunters' Green, etc.). Cost is \$5,643. MOTION: Upgrade current monument vs. continue to repair. APPROVED, 4-0 (Jamie, Vince, Janel, Sandra). (Since the meeting, Janel has learned the Master HOA will contribute approx. half of the cost). More discussion to come.
 10. Feedback from HOA Presidents' Meeting (Monday, the 17th) and Master Meeting (Wednesday, the 19th): Janel summarized the two other meeting she attended earlier this week.
 11. Newsletter feedback / homeowner contact information (need prior Board's email list)
 12. Violations: The LOP Master HOA conducts periodic inspections of all villages' homes. They send out monthly notifications of infractions against the Bylaws. Historically, they have not attempted to enforce repairs/corrections, but have announced they are now becoming more proactive and are involving legal ramifications to include penalty fees for repeat offenders.
 13. Vacancy Manager / Collections / Abandoned Homes: Sandra suggested and volunteered to compile a list of the owners of abandoned homes to confront those banks on mandatory upkeep of those properties.
 14. Set next meeting date (Announcement of Budget Adoption at that Meeting): MOTION to make Wed, Oct 24 the Budget Adoption Meeting. APPROVED, 4-0 (Jamie, Vince, Janel, Sandra). (Changed to Monday, 22 October at 6:30 p.m. as of 21 September 2012.)
 15. Adjourn meeting: 8:45 PM