

**The Abbey's HOA
Executive Board Meeting
May 10, 2022**

Minutes

Present at the meeting:

- Chuck Jones, President
- Beth Meschke, Vice President
- Connie Wilson, Secretary and Treasurer
- Carol Allen, Pool
- Cynthia Jenkins, Clubhouse
- Jim Adams, Grounds
- John Ray, Gates

The meeting was opened at 7:02 pm.

John Ray and the Gate Chair board position was recognized and acknowledged. The board is very excited for the addition of John! Thank you John, for joining us!

Minutes for special meeting, April 26, 2022 were distributed to the board via email on April 29, 2022. Same were reviewed and accepted as written 5/10/22.

Old Business:

- Bank Signers – This has been completed. Chuck Jones and Beth Meschke have been added to all Cadence bank accounts. Art Taylor and Candy Adams have been removed. Special thanks to Candy Adams for assisting us in this transfer!
- Online access to bank accounts - In progress.
- Roof Insurance Claim – In progress. See Clubhouse report.
- Secretary of State – Current. Listed as not for profit. Item complete.
- Directory with larger print was emailed, delivered to each mailbox and is on the website. www.theabbeysatwestlake.com. Password: theabbey
- Carl Dowling, review of documents and initiation fee. In progress.
- New neighbor booklet to be provided to Michelle LaMarsh for welcoming new neighbors. None of the board have a complete copy of the Covenants and Restrictions. Once this is located, copies will be made. The booklet will include: Neighborhood Directory, Covenants and Restrictions, Bylaws, Architectural Control Submission/Application Form and process, list of current board members, website and password.
- S&H management agreement and W9 – The management agreement will be prepared and presented to Chuck Jones for signature. Connie Wilson will complete the W9 and submit to S&H.
- Fidelity bond – In process. Waiting on information from Nikki Rushbrook.
- Login for Board access to management system – Tabled to next meeting.
- Westlake hedges – See Grounds report.
- Front of gates cleanup – See Grounds report.
- Circle Sprinklers – See Grounds report.

New Business:

- Website
 - The Abbey's has a new website. www.theabbeysatwestlake.com. Password: theabbey
 - Connie Wilson presented a gift and ownership letter to the Abbey's for one year of the website and domain.
- Architectural Control Committee
 - Recent approvals
 - Wrought Iron Rails on Sonny & Cynthia Jenkins front porch, approved by Carol and Jack.
 - Paint color for Gene and Tina Lott's home, approved by Carol and Sonny.
 - New roof color (GAF – Pewter Grey), no approval necessary.
 - Steve & Pam Childs will be modifying their back deck, approved by Sonny and Jack.
 - The question was raised about terms for committee members. The documents state the board is to set terms and conditions of the ACC. It was thought, in the past the terms were three years. The Board decided to set the term to three years the same as board members.
 - The board will reach out to the current committee and establish term dates. If a committee member has been on more than three years, and wishes to be reappointed, they may.
 - Carol Allen has been on the committee more than three years, and would like to appoint someone to take her place. Chuck Jones agreed to take her place. Chuck will serve three years beginning May 2022 until April 2025.
 - Much discussion was had regarding ACC requests, forms and record retention. The board will reach out to the ACC and ask for more information regarding processes.
 - The question was raised if the board had a duty to retain records of approved and not approved applications. It was decided it is in the best interest of the board, the ACC and the neighborhood for records to be retained. The board would like the ACC to ask that all requests be made on the ACC Form and to provide a copy of processed requests to the board.
 - The board discussed trees in the common area and who approves when a tree is removed. Article VI, Section 2 advises the Architectural Control Committee has authority over the landscaping.
 - The board would like to make the request of all neighbors, that in the event they want to remove or plant trees, to please complete an Architectural Submission/Application Form and submit to the ACC.
- Clubhouse Calendar – See Clubhouse report.

Additional business discussed:

- Keys, laptops and association property – The board will each bring a list of the association property each has, including keys, to the next board meeting.
- Gates backup person – John mentioned we need a backup gate person and he was going to talk with Billy Wilson.
 - UPDATE 5/11/22 John talked with Billy and he has agreed to be a backup person when John is traveling. Billy will not be required to attend board meetings. Thank you Billy for stepping up! We appreciate your support!

- Parking lot – See Grounds report.
- Record Storage – Jeff Wilson will pick up records from Candy Adams, and Jeff and Chuck will put these in the Clubhouse attic.
- Vendors – A concern regarding vendor conduct was brought to the board. As a reminder, it is the responsibility of every homeowner to manage their guests and vendors conduct. Vendors or contractors should be respectful to all homeowners.
 - The board would like to ask that all residents ensure their vendors and contractors are respectful and professional. Pleasant interaction is encouraged, but unpleasant interaction is not necessary. Thank you!

Reports:

- Treasurer:
 - Two accounts with small balances. Statement from previous accounting firm was requested, and emailed to residents for confirmation. aa
 - April financials were reviewed and approved by the board. A summary is as follows.

▪ Beginning Balance 4/1/22	\$235,801.26
▪ Income	\$14,263.73
▪ Expense	\$11,812.71
▪ Ending Balance 4/30/22	\$238,252.28
- Pool:
 - Pool Pump – still waiting on Rob Allen to determine if we definitely need a new pump, and how much it will cost.
 - It truly does take a village! Carol Allen wanted to give a special thanks to:
 - Billy Wilson for getting the lounge chairs out of storage!
 - Donna Gray for helping clean the pool furniture!
 - Tina Lott for tending the pool while she was on vacation, and to her husband, Gene, for repairing the loose brick on the pool gate!
 - Gene, Chuck, Ross and Rick for putting up the umbrellas!
- Clubhouse:
 - Clubhouse Calendar. Our beautiful clubhouse is the perfect place for your next event! Dates clubhouse reserved. All other dates available!
 - May 20
 - May 28
 - June 5
 - June 17
 - July 15
 - Handrails - The board discussed adding handrails to the back deck steps leading to the pool for safety reasons. It was decided that Cynthia would obtain an estimate.
 - Roof claim – Beth received an estimated, will email to Cynthia Jenkins. The claim is on hold until we reach our adjuster on May 16, 2022.
- Gates:
 - Gatehouse lights - A spare replacement light for the Gatehouse was purchased. One light had already failed due to water damage, and it made sense to have a standby replacement in the event of future problems. The single LED fixtures used previously are no longer available so two panel lights were purchased.
 - Temporary gate codes: Several temporary gate access codes were created for residents having functions at the clubhouse. Codes were deleted following the events.

- John reported Fedex had left a notice on the guard house. He is calling them to confirm they have access code.
- Grounds:
 - Westlake hedges:
 - A written ask will be presented to West Lake to deviate from the type and spacing of the hedges. West Lake, Ryan Fahler, has verbally agreed to allow 1 gallon Ligustrum planted on five foot center. They also have no objection to us completing the hedge improvements over a period of time.
 - The board decided to table this item until September and prepare for the first round of plantings in October, due to the warm summer months approaching.
 - Front of gates cleanup:
 - Jim talked with Carlos regarding the front of the gate area. This area has been addressed.
 - The board asked Jim to talk with Carlos regarding the leaves under the bushes around the entrance (on the right side coming in) and ask that they be blown out.
 - Circle Sprinklers –Thomson’s will be coming 5/18/22 to test system and set timers. The board thought it would be a good idea to have this scheduled to do annually in the spring.
 - West Fence - Travis Knight with Savanna River Pressure Washing will return to touch up staining on west fence on 5/16/22.
 - Stumps - James Dozier will quote on stump removal at front wall and parking lot on 5/11/22. Six stumps in total. UPDATE 5/12/22 Jim received an estimate for \$350.00 and the board approved this expense and Jim will schedule and oversee the work.
 - Front wall – Jim has one quote to touch up defects on wall from Al Kane. He is waiting on a quote from Mahoney Stucco.
 - Dead trees – Two dead trees need to be removed. One beside Sandra Self’s and one at Michelle and Chuck LaMarsh’s. Jim has one quote and will obtain a second one.

The meeting was adjourned at 9:03 pm.

The Abbey's Cash Position 2022		Change of Treasurer				Interest
		Dec 21	Jan 22	Feb 22	Mar 22	Apr 22
Cadence CD	1488	20,369.20	20,369.20	20,369.20	20,369.20	20,394.60
Cadence CD	8623 8656	62,943.67	62,943.67	62,943.67	62,943.67	15,900.42
Cadence CD	8656					47,090.34
Cadence CD	8623	27,757.40	27,757.40	27,757.40	27,757.40	27,798.82
Cadence CD converted to MM	1405	12,247.27	12,247.27	12,247.27	12,247.27	12,261.36
Cadence CD	7986	45,281.83	45,281.83	45,281.83	45,281.83	45,304.16
Cadence CD	8607	15,015.04	15,015.04	15,015.04	15,015.04	15,022.44
Cadence CD	6026	41,271.42	53,094.59	58,098.91	52,186.85	40,584.14
Cadence Checking	6026					13,896.00
S&H Trust Gen Op		224,885.83	236,709.00	241,713.32	235,801.26	238,252.28
Total Cash					5,912.06	(2,451.02)
Previous Balance					241,713.32	235,801.26
Income					10,935.00	14,263.73
Expense					16,847.06	11,812.71
Ending Balance					235,801.26	238,252.28
Net Income					(5,912.06)	2,451.02
					-	-
Total credit balance (Prepaid dues)						(16,662.98)
Total debit balance (Delinquent)						1,265.00

total

notified of accounting firm resignation on March 30, 2022, effective March 31, 2022.

[illegible]