



July 11, 2023

6:00pm

Pool Building

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**Meeting Type:** Regular

**Meeting called to order:** 6:00 PM

**Note Taker:** Brittany McCallister

**Attendees:** Stephanie Miller (Treasurer), Pete Courchene (President), Brittany McCallister (Secretary), and Scott Pedigo (via conference call) (Board Member 5)

**ITEM 1:** Recital of Board Meeting Rules and Expectations presented by Mr. Courchene

**ITEM 2:** Approval of previous meeting minutes

- o Regular Meeting 6/13/23.

**ITEM 3:** Presentation of Reports and Discussion

- o Gate System Report

- The decision for upgrade was made last year to secure a maintenance contract with Edwards Ornamental and a Software contract with Cellgate.
- New system will:
  - Replace outdated “closed system” that is in place currently.
  - Be monitored by offsite operators 24/7
  - Provide 3 ways to open the gate: Code, App, RFID Tag
- Ongoing progress on Cellgate System upgrade; everything has been installed that can be ahead of time. Continuing to gather information and building the software database. 111 lots have submitted information to date. Working to identify any gaps.
- Meeting will take place this week with Edwards to make sure everything is up to spec before final install.
- Gate will be open 2-3 days during final installation, estimated to have system in place first week of August.
- Plans to have a main pickup day for RFID tag distribution. Board will help with handing out tags after. Updates will be provided.
- Pool key fob system was dismantled last October. Key fobs distributed before October 2022 are expected to will work with new system. Key fobs distributed after October 2022 may not be identifiable on the new system and may not function properly. A solution will be

provided, if necessary, once the upgrade is underway.

- Emails used to notify residents of all updates are pulled from the PayHOA database. Residents not receiving emails should check to make sure preferred email is current. If any issues arise, please email the board president at [president-mh@outlook.com](mailto:president-mh@outlook.com)

- Committee Reports

- Welcome Committee- Mrs. Lynn and Mr. Courchene
  - Mr. Courchene provided an updated packet with edits and additions made from last meeting. Committee to look through and see if any changes need to be made.
- Newsletter- Mr. Gosselin and Mr. Courchene
  - Will be asking for fall updates soon.
  - Has Zoom capabilities if needed.
  - Newsletter will be posted on main sites.
- Landscaping Committee- Mrs. Weinkle and Mr. Courchene
  - Continuing to work with Coastal Greenery as our new landscaping contractor. The decision was made to move forward with them as our contractor after sending our old scope of work and getting a specialized quote. They matched our old contract and are providing additional services such as:
    - New smart sprinkler controls
    - Pest and herbicide treatments
    - More frequent care of front and back areas of neighborhood
    - 3 seasonal flower plantings in front of neighborhood
    - 3 cuts a summer in back lot (asked to be moved up a week).
  - Mrs. Weinkle to organize a community mulch spread around the pool.
  - Working with Coastal Greenery to replace front plants as part of our contract.
  - Working to get irrigation throughout the community operational.
    - Service (electrician) and Russell O'Quinn (irrigation) contractors got front pumps working, working next on back, and making necessary repairs to sprinkler

system. May need to add another zone at the front. Irrigation must be operational for plantings and pest/herbicide treatments to be effective.

- Will post landscaping quotes and contracts in PayHOA.
- ARB- Mr. Chandler (absent)
  - Several houses ready to move in the next couple weeks after inspections are completed.
- Treasurers Report presented by Mrs. Miller (attached).
  - Presentation of the Budget and Balance Sheet.
  - Check into CD options- In progress
  - We have \$163K owed to us, 43 lots with overdue balances, of those, 8 are current year owed only.
  - Plan a meeting to discuss foreclosures on severely overdue lots.
  - Collected over \$35K in past dues
  - The third report is six months of actual income and expense and six months of projected income and expense, revenue is projected to be slightly higher than budgeted and expenses slightly under budget.
  - The Cellgate system will be expensed under "Dues and Subscriptions"
  - Comcast Payment- \$38K, we haven't received it yet, it will show under miscellaneous revenue.

**ITEM 4: Old Business**

- Update of Pool Building Remodel
  - Received okay from engineer to continue with necessary renovations to complete project.
  - There was an original budget approval of \$50,000 to upgrade the pool building. \$15,000 was approved afterward to paint the building. We are waiting for a quote for the lighting and air conditioner installation to complete the project.
- Covenant Enforcement
  - Ongoing
  - The request to move items has had a good response.
  - 11 items without proper storage yard identification tags currently.
  - Storage Yard Cleanup Day- move items away from fence, cleanup and get rid of any unclaimed property. Public notice will be made, and unclaimed property will eventually be removed. Auction sale was suggested for unclaimed property.
- Camera system repairs and updates

- Trying to transition systems to Comcast versus TDS
- Cannot communicate with the rear gate controller as the phone line has been replaced with an internet cable for the new system installation.
- 911 phonenumber at pool is still operating with TDS, transitioning to Comcast
- Camera and gate system at front currently with TDS. Leave until the new system is installed.
- Look into replacing outdated DVR in front and rear. Place a new weatherproof container at the front for new DVR as the current container is becoming crowded with equipment.
- The irrigation systems at the front and rear have had a new “weathertech” controller added to allow live monitoring which should eliminate watering when it is raining.

**ITEM 5:** New Business

- Schedule for Gate access installation
  - Working with Edwards to schedule a walk through all the functions installed to date to make sure it is operational and work out any bugs before system upgrade is final.
  - We are adding an emergency exit gate function to the pool access system, not planned for in the original installation quote.
- Plan for delivering RFID Tags, new codes and instructions/rules for new gate access system.
  - Will disseminate any and all information and hardware as it becomes necessary and available.
  - Access codes will be created for all lot owners. To help prevent oversharing of these codes they will be given to owners on an “as needed” basis. The Cellgate system will allow multiple means of access and owners can request the assigned codes when necessary.

**Regular Board business concluded at 7:00 PM with question and answer period for members following.**

- Mr. Gosselin- Questioned how the amount of HOA dues increase is calculated referencing the use of the Consumer price index to guide the 5% increase in dues the past year and in future years. The increase was based on the budget from last year, where we are, etc. Once the dues are increased, they will likely not be decreased as any excess will go the reserves and be allocated towards future/necessary capital expenditures and/or unexpected need for additional funds.
- Mr. & Mrs. Banks- As new homeowners, they spoke to the difficulty of receiving necessary information and hardware to fully access the community and other information such as utility services. The welcome committee and welcome package are being implemented to do just that. It will include information such as emails, forms, utility contacts, etc. to be handed to the new homeowner to guide them through

the process.

**Meeting adjourned at 7:12 PM**