

# Haigs Creek Homeowners Association Board Meeting Minutes

## Monday, January 4, 2021

Present: Louis Wilson-Pres, Paul Curtis-VP, Jackie Amerson-Sec, John Murdock-Treasurer (virtually)

### **This meeting was to discuss the best way to hold and to set the agenda for the annual HOA meeting on Sat, Jan 9<sup>th</sup>**

- It was decided that the best option for hosting the annual meeting on Sat, Jan 9<sup>th</sup> at 10am was to hold a zoom meeting. Since he is most knowledgeable about zoom John will set up the meeting and be the host. John will allow residents into the meeting on mute. He will use the whiteboard to show the current positions status, financials and the chat feature to nominate and vote on any presidential candidates as well as for residents to ask questions.
- David Rowell will be asked to put a blurb on the website about the meeting being virtual. Jackie will contact Nikki Thomas (Facebook admin) about whether the private, neighborhood FaceBook page has been kept current up (removing individuals once they've moved out of the neighborhood). If so or if she is willing to update it, then she will also be asked to put a blurb on there and possibly include the zoom meeting invite. Jackie will put out the neighborhood signs at the entrances.
- It was decided that since we don't have email for 50 homes and another 80 or so have not verified their email as requested recently that a mailing would be done to every home. This mailing would include the zoom meeting information as well as the dues/information card.
- Jackie asked if the HOA has an email that she can use when emailing out info to residents. John said that we do [Haigcreek@gmail.com](mailto:Haigcreek@gmail.com) or that a new one can be set up. Jackie opted to use the current one. John will share access to it with her.
- Paul spoke briefly about meeting with attorney and that he hadn't heard back from him. He will contact him again this week about getting a bill and finding out where things stand.
- Paul also mentioned again about the storm water retention ponds maintenance agreements. Jackie asked him to go ahead and submit the Freedom of Information request prior to the 9<sup>th</sup>.
- To date only verbal bids have been received on maintenance of the retention ponds. It was agreed that a written bid expectations document and written quotes are preferable. Paul stated that he would write up the bid expectations document.
- John spoke briefly to the financial information he emailed out prior to the meeting.

- He made a motion that the HOA cover the Paypal fee for 2021 to encourage residents to pay online rather than by check. Paul seconded and it passed unanimously.
- Louis stated that since he is rotating off the board he will not be active in the meeting on the 9<sup>th</sup>. He will look back to see what he is tied to that needs to be turned over to the next president. He mentioned the bank account and domain but there may be others. He also mentioned that someone needed to get the Christmas decorations down, clean and store them.
- Jackie is to type up and email out to the board the minutes of this meeting, agenda, status doc.
- The agenda for the Jan 9<sup>th</sup> Zoom meeting is as follows:
  - John will offer the opening greeting, show the current positions status doc and ask participants to use the chat feature to nominate any individual for the president position who they have recently verified is will to serve in that position for three years. He will relay that in the event that no nominations are received the vice president, Paul Curtis will move into the president position and nominations will be taken for the vice president position. Individuals can also volunteer to serve on any of the committees on the chat feature.
  - Jackie will handle the approval of prior meeting minutes, all of which other than this one are on the website for review.
  - John, using the whiteboard feature will show the one page financial statement and speak to it. He will also let participants know that the Paypal fee will be covered by the HOA for 2021.
  - Jackie will speak briefly in regard to phase viii residents and welcome in mass all new homeowners. She will speak to the new website, the online directory goal of 4/1 and the need for updated info on 133 homes.
  - John will conduct the election for the president OR if no nominations have been received will state that Paul Curtis will move into the president position and ask for nominations for the vice president position.
  - Paul will update everyone on our search for an attorney, the FOI storm water retention pond maintenance contracts and the search for contractor bids on said maintenance.
  - Board will try to answer any questions posted on chat during the meeting.
  - John will conduct the election for vice president followed by stating who has volunteered for which of the other available positions via chat.
  - New president will conclude the meeting.

Meeting adjourned at 4pm.

Submitted by Jackie Amerson