

**Reserve Master Association, Inc.****Board of Directors Meeting****September 17, 2020**

A regular meeting of Reserve Master Association, Inc. Board of Directors was held on Tuesday, September 17, 2020 via RingCentral, Phone 1 (469)-445-0100. Meeting ID code: 149 560 1975.

**Present from the Board of Directors were:** Denise Ballance, President; Linda Rayfield, Vice President; Wendy Hamrick, Secretary; Cynthia Holloway, Treasurer; Wyatt Harris, Member at Large.

**Present from Community Partner's, representing the Management Company,** was Sonja Barrett.

**Present from Colonial Soil and Water District** was guest Ms Robyn Goad, Urban Conservationist to present a PowerPoint overview of Management of Erosion Issues in the community

**CALL TO ORDER**

Denise Ballance, President of the Reserve Master Association, Inc. called the Association meeting to order at 7:00PM, Eastern time.

**ESTABLISHMENT OF QUORUM**

Ms. Ballance announced with all Board Members of the Association present, quorum was met.

**NEXT BOARD OF DIRECTORS MEETING** is set for **Thursday October 15, 2020 at 7:00PM Via RingCentral**

**PROOF OF NOTICE OF BOARD MEETING**

Ms. Ballance stated a Notice of Board of Directors Meeting was emailed to each resident on September 8, 2020.

**APPROVAL OF AGENDA**

Except for a correction of the date, a motion was made by Linda Rayfield to approve the Agenda as presented. The motion was seconded by Wyatt Harris and unanimously carried.

**PowerPoint** presentation on Erosion Issues by Robyn Goad given. Slides will be made available to residents upon request.

**APPROVAL OF PREVIOUS BOARD OF DIRECTORS MEETING MINUTES**

A motion was made by Wyatt Harris to waive the reading of the August 20, 2020 Association Board of Directors Meeting Minutes and to approve as presented. The motion was seconded by Cynthia Holloway and unanimously carried.

**TREASURER'S REPORT:** Reviewed and is attached.

**COMMITTEE REPORTS:**

**ARC:** Wyatt Harris reported that 12 applications for review were received this month. Most were related to security cameras and Ring type doorbells in place and an application for a pergola.

**CBIC:** Glenn Rayfield reported that a neighborhood cleanup date is scheduled for next month.

**SOCIAL:** Debbie Misiag reported that the Harvest Fest is set for Saturday, October 10th from 10AM to 2PM. A rain date of October 31st is planned. Set up begins at 8:00am for Vendors.

The food truck will be open from 11am-2pm. There will be a dog Halloween costume contest and 50/50 raffle. A schedule of activities and volunteer responsibilities will be delivered to the residents.

**FACILITIES:** Linda Rayfield and Sonja Barrett reported that a training session is necessary for the new volunteer members.

**OLD BUSINESS:**

Sidewalk repairs: Concrete Jack (\$3000.00) motion to move forward with repairs by Linda Rayfield, seconded by Wendy Hamrick. Motion carried unanimously.

Clubhouse/Gazebo Power washing: Price was quoted as \_\_\_\_\_ by CertaPro Painters. Sonja Barrett will clarify costs for both and BOD will vote by email.

Vehicle Towing: The new policy guidelines are with our attorney Susan Tarley to be reviewed. Towing companies -Henderson's and Big Daddy's are being considered.

Clubhouse Fitness Center: Remains closed per state Covid-19 pandemic guidelines and the new Key Fob installation.

Key Fob Installation: No firm date yet. Company is waiting on supplies/ materials.

Reserved Study (Three year): pending

**NEW BUSINESS:**

WUC expenditures (back of Board package): Due to time constraints Linda Rayfield motioned to review and approve via email. Seconded by Wyatt Harris. Sonja Barrett to supply list.

SOD repair: tabled due to limited time.

Continental Pools Maintenance Contract: The new contract will be an additional \$1K (\$7,800) for 2021 due to the minimum wage increase to \$9.75 per hour. Linda Rayfield moved to approve the new contract with increase. Seconded by Cynthia Holloway. Unanimously carried.

**Homeowner Questions/concerns :**

1. Pond (BMP). Repair has moved to Priority status, begins shortly
2. Sinkhole repair(s) - SAA
3. Fitness Center opening (waiting on new Key Fob access)
4. Parking Issues
5. Speeding on Gaston

6. Trail, Walking path signs (foot path only)
7. Dog leash law

At 8:41 PM a motion was made by Wyatt Harris to move into the Executive session. Linda Rayfield seconded. unanimously approved.

**EXECUTIVE SESSION:**

1. Delinquent assessments, bankruptcy
2. Violations
3. Reserve Study

At 9:51 PM the motion was made to end the executive session and return to the regular meeting.

**CONTINUATION OF REGULAR MEETING:**

Reserve Study: Armstrong Consulting (@\$3,000)

Sonja Barrett is providing a list of Written Unanimous Consent (WUC) items (1-12) for us to review and vote via email due to late hour.

1. Approve donation of old pool furniture.
2. Approve *Everything Electric* invoices 1094 and 1095.
3. Approve for management to consult with attorney re: assess fines.
4. Approve for attorney to review proposal from Concrete Jack.
5. Approve to schedule violation hearing for 412 Mershon (Trash Can).
6. Approve attorney to draft temporary policy resolution as it pertains to meetings.
7. Approve payment arrangements from resident(s) at 115 Biglar.
8. Approve to close clubhouse and fitness center per pandemic guidelines.
9. Approve to deactivate current key fob system during pandemic.
10. Approve irrigation system repairs (\$350.00)
11. Approve contract for *Back River Heating and Cooling* (\$1250.00 annually)
12. Approve \$500.00 expenditure for misc beautification of Walking Trail.

**ADJOURNMENT:**

\_\_\_\_\_ moved to adjourn the meeting at 9:53PM. The motion was seconded by Wyatt Harris and unanimously carried.

These minutes are subject to approval at the next Boards of Directors Meeting

\_\_\_\_\_

Recorded by Wendy Hamrick

\_\_\_\_\_

Date

\_\_\_\_\_

Approved by Denise Ballance

\_\_\_\_\_

Date



