

Riverside Chase HOA  
Board Meeting Minutes  
January 11, 2010  
6:30pm

Call to order at 6:43pm, quorum met.

Attendees: Frank North, Caryn Neal, Steve Jackson, Sara Wallace

I. Old Business

- Gift cards for mail carrier/Crossing guard
  - Not completed for 2009
  - Possibly do something for another holiday
- Violation tickets
  - Quote presented by Steven
    - To be discussed in February in conjunction with Property Mgmt Co.
- Newsletter
  - Suggestions taken for Jan-Mar newsletter
    - Sara to add sections for New neighbors, Classifieds, Garbage cans, blurb regarding pool memberships, property values
      - Frank to give Sara property value information from Karen
    - Sara will update and email for approval
    - Caryn to give Sara labels with addresses for mailing
  - Office Depot to be used for printing
    - Sara to find out price and advise board via email for “ok” on printing charges
    - Have extra printed to current resident
- Lights for Entrance
  - Changing of bulbs not necessary at the moment
  - Quotes on repair of entrance lights - Sara
  - Quotes on lights over bricks or off the ground as well as “cages” for lights to help with damage – Sara
- PO Box
  - Sara checking mail will continue to do so
- No soliciting/no parking signs
  - Quotes presented
  - Waiting on city to respond to email
    - Continue to email/call city for answers
    - No action to be taken until we hear back from city
- Property Management Company
  - No longer retaining off duty officer

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- Frank gave information quoted to him previously
  - Cost approximately \$450/month
  - Will “walk” neighborhood once per month
  - Handle our books
  - Use their attorney
  - Meet once per year with HOA Board/once per year with all homeowners
- Quotes to be gathered by Frank, Steven, and Caryn for discussion at Feb meeting

## II. New Business

- Meetings
  - Steven requested meeting to be changed to first Monday of the month beginning in February 2010
    - Members present in agreement
  - Steven to prepare agenda
- Financials
  - Caryn reviewed financials to date
    - Advised on purchase of updated accounting software (Quickbooks 2010)
    - Members to advise Caryn of reports other than P&L and Balance Sheet
    - All records in Caryn’s possession from Marv Smith Caryn suggested possibly moving funds to 6 month CDs for better rates
      - Caryn to look into CD rates
  - Banking
    - Caryn and Frank now signers at Greer State Bank
    - Marv Smith removed from account
    - Safety Deposit box contents review, includes legal documents pertaining to RC HOA
      - Caryn to continue to maintain bank records
    - Collections
      - Discussion regarding past due set for February meeting
      - Reminder statements to be sent in March
      - Attorney letters to be sent in April
      - Caryn to speak with Marv regarding procedure for foreclosures

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- Taxes
  - Caryn to file taxes for 2009
  - 1099 to be sent to officer for payments rendered in 2009
- Home at corner of RCC & Fawnbrook
  - Bushes creating hazard at this corner
    - Frank to speak with homeowner regarding this
- Website
  - No new complaints
    - Caryn to request addition of important numbers list to include
      - Nuisance officer
      - CPW
      - Fire/Police
- Phone
  - Log to be kept of all phone calls
    - Date, name, number, action taken, by whom
    - Steven to create log/notebook with voicemail instructions
  - Responsibility for checking messages to follow rotating schedule beginning with
    - Steven through February 2010
    - Frank
    - Sara
    - Caryn
  - Frank to check current voicemail and email login information to other board members
- Speed bumps
  - Discussion of adding bumps/humps
    - Frank to advise on past procedures via email
    - Sara to check with city for ordinances
    - Caryn to ask other HOA their opinion on installation of these
- Front Entrance
  - Flags
    - Frank to take down old flags and give to Steven for Boy Scouts to retire
    - Frank to contact flag company (Siedel flags) with quote for repair of eagle and flagpoles, quote to be emailed to board for approval
    - Frank to raise new flags on repair of flagpoles

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- Landscaping
  - Frank to handle overgrown islands with landscape company
- Directory
  - Discussion regarding directory and homeowner participation
    - Board agreed that “community relations chair” would be assigned this task
- Halloween
  - Discussion of foot only traffic
  - Possibly hire off-duty officer to help with crowd control
  - Advise homeowners of a lights off time to discourages latecomers
- Blockparty/Picnic
  - Discussion
    - Nikki Berg to be offered head of committee
      - Sara to email Nikki regarding this
- Yard Sale
  - Date set for May 8
    - Detailed discussion closer to date
- Pool Priviledges
  - Sara to contact Canebrake, Devenger Place, River Oaks for possible partnership/ info for newsletter
- Community Relations
  - Discussion of “welcome committee”
    - Baskets to be capped at \$30
    - Include covenants, bylaws, local information
  - Chair position to be offered to Johnny Drake
    - Sara to email Johnny
- Deligation of duties
  - Sara – Volunteers
  - Steven – Complaints
  - Caryn – Financials
- Relief of duties
  - Deborah
    - Missed three consecutive meeting
    - Frank moved to dismiss Deborah, board agreed
      - Frank to email Deborah
  - Each board member to advise of possible replacement

\*Next meeting to be held February 1<sup>st</sup>, 6:30pm at Frank North’s house 222 Big Fox Lane.

\*\*Meeting adjourned at 8:42pm.