

The Shadows at Manchac Home Owners Association
Board of Directors Meeting
Minutes from Wednesday, November 14, 2018

Board Members Present: Chris White, Lindsey Olivier, Megan Coco, Anna Tripp, and Brandon Boswell.

Guests Present: None

CALL TO ORDER

Mr. White called the meeting to order at 6:15 PM. Each member of the Board introduced themselves.

EXECUTIVE OFFICERS

During the meeting the Board designated the officers (Chris White, President; Lindsey Olivier, Vice President; Megan Coco, Secretary; Anna Tripp, Treasurer)

BYLAWS

Mr. White provided a draft of the Bylaws and discussed some areas to possibly include, such as Honorable Membership. Mr. White stated that he would make some changes to the Bylaws and email them for any recommendations/revisions for the December Meeting. The Board agreed that the HOA needs Bylaws.

COVENANTS

Mr. White discussed the status on the Covenants and the requirements regarding RVs. Mr. White stated that he is working with a lawyer and discussing it with the original developer. The Board agreed that the Covenants should be reviewed.

COLLECTION RESOLUTION

Mr. White presented the latest copy of the Collection Resolution and discussed the changes.

OPEN FORUM

- Outstanding Fines and Unpaid Dues – mentioned that the Board will need to revisit and update the Payment Plan for those with financial difficulties
- Broken Soccer Goal – discussed that the soccer goal has been broken and should be replaced, which the Board agreed. Mr. White asked how much the goals would cost and

Mrs. Oliver replied approximately \$200. Before proceeding, the Board agreed to obtain estimates and to further the discussion at the following Board Meeting.

- Long-term and Short-term Plan - The Board agrees to establish goals for the upcoming year and well as long term.
- The Board discussed the different documentation that should be requested from Community Management, including the Welcome Letter, Violation Notices, Insurance Policy, copy of the management service agreement, lawn services agreement, etc.
- Mr. White discussed developing a new user friendly website to keep Members up-to-date on the latest events and make the restrictions, financials, and minutes available. There was discussion on the different pages that may be helpful. The Board agreed to proceed with the website.
- Mr. White made a motion to allowing the website to feature ads from local businesses that would like to sponsor our nonprofit Association. Mrs. Coco seconded the motion.
- Mr. White also discussed possibly having a monthly newsletter for the community to receive so that everyone is more informed on changes and updates, especially since not everyone is on the Associations Facebook page. The Board agreed and Mrs. Oliver offered to assist. Mr. White stated he would contact management services to consolidate the information into one newsletter if possible.
- Board discussed sending a flyer out with a greeting from the Board with helpful information regarding the new website and more.
- Discussed the committees to be formed to raise neighborhood involvement and pride in the community.
 - Landscaping Committee – Jason Martin and Misty
 - Motion was made by Mrs. Coco for an award to be given to the most festive house in the neighborhood and Mrs. Oliver seconded the motion.

COMMON AREA

- Ideas for future improvements to the green space were discussed. The Board agreed to that improvements would benefit the community and that the Board would further discuss the matter. We will look more into theses in the future and contact the city regarding improvements to the playground.

BUDGET/FINANCIALS

- Discussed the proposed 2019 Budget and agreed that current financials would assist in determining if any adjustments may be needed.
- Discussed different ideas that may help reduce costs.

- Mr. White made a motion to allow Corporate Sponsors to support better communication within the community and support events. Mrs. Coco seconded the motion.
- Discussed the cost for the lawn care company. Mr. Boswell offered to contact different lawn care agencies for quotes when the current agreement gets closer to expiring.
- Mr. White stated he will contact HOA's management servicer "Community Management" to determine if there is a contract and if the HOA save on the monthly costs. The Board agreed into taking on more responsibilities in efforts to reduce the costs of the management company.
- Discussed the cost in 2018 related to issuing of late notices and fines.
- Discussed the sewer water fence and that it may need a new fence. The Board agreed to look at the fence for suggestions at the following meeting.
- Discussed the procedures that should be in place for the signing of checks for expenses.
- The Board discussed the idea that the financials should be regularly reviewed and reconciled. It was agreed and would be discussed with Community Management.
- Discussed having a welcome packet for new home buys and all what should be included in the packet. Mrs. Coco and Mrs. Tripp liked the idea and volunteered to meet and provide the packet to the new buyers.

DRY POND AND WATER DRAINAGE

The Board discussed concerns regarding the drainage issues and the detention pond. Mrs. Oliver stated that she had contacted the Parish DPW regarding these issues and plans on keeping us posted as more information is available. Mr. White recommended to prepare a contingency plan if DPW does not voluntary provide assistance since the original development agreement states that the detention pond is the sole responsibility of the Association. The Board agreed that the pond is our priority.

NEIGHBORHOOD - HOLIDAY

The Board discussed having the neighborhood "Jingles" commence the day after Thanksgiving to spread cheer. An example of the page was provided and it would be posited onto the new website on that date.



