

The Shadows at Manchac Homeowners Association
Board of Directors Meeting
Monday, December 10, 2018

MINUTES

The Board meeting was held at 6:00 pm, Monday, December 10, 2018.

I. CALL TO ORDER

- a. President Chris White called the meeting to order

II. ROLL CALL OF BOARD MEMBERS

- a. Chris White, President; Lindsey Olivier, VP; Megan Coco, Secretary to the Board; Anna Tripp, Treasurer; and Brandon Boswell were present. No absentees.
- b. Guest(s): Amanda Betancourt with Community Management Services.

III. GUEST SPEAKER PRESENTATION

- a. Mrs. Betancourt presented Community Management's orientation presentation.
- b. Per Mrs. Betancourt discussed other fees, including notice fees for assessments and notices.
- c. Discussed with Mrs. Betancourt the fees that are paid when reminder notices are provided for late paying annual assessments.
- d. Discussed the primary options Members can pay their assessment and when the notice would be mailed.
- e. Mrs. Betancourt departed the meeting.

IV. APPROVAL OF THE MINUTES

- a. Motion by Mr. White to approve the minutes of the Regular Meeting on November 15, 2018. Motion carried with no objection.

V. CURRENT FINICIAL CONDITION

- a. Mrs. Tripp discussed lawn service costs and renewal of the lawn service contract.
 - i. Lawn service contract is ending soon. The Board agreed to begin collecting bids from different lawn service companies for both the common area lawn and the dry detention pond. The bids were to be received and voted by the Board before the following week, excluding any Board Member(s) with relations to any lawn service companies making a bid.
- b. Budget
 - i. The draft budget for 2019 prepared by Community Management was reviewed by the Board and approved.
 - ii. Motion by Mrs. Coco to ask Community Management not to send certain yard maintenance warning notices during the winter as certain flowers are not

bloomed and were thought to be overgrown grass or weeds the prior year.
Motion carried with no objection.

iii. Mr. White stated that a different model for budget comparison was drafted for the Board to have a better view on the financials since income is only received during the first couple months and expenses throughout the year.

c. Reimbursement for Expenses

i. Motion by Mrs. Oliver to reimburse Mr. White for expenses associated with the welcome packet binders, cost to print association's flyers, and website expenses. Motion carried with no objection.

VI. PENDING ISSUE

a. Detention Pond/Cleaning Water Flow Pipes/Common Area Water Flow

i. Mrs. Olivier discussed the status with the detention pond and the Parishes assistance. Updates will be posted on the neighborhood website and the January newsletter.

b. Utility Lines and Trees

i. In discussion, Mrs. Oliver stated that the Parish will survey the common area to determine if the trees in accordance to the ordinances.

c. Sewer Water Container

i. Discussed the repair and possible painting to improve the visibility. Mrs. Oliver will contact the service company to get written permission

d. Sink Hole in Member's Lot

i. Mrs. Oliver discussed a recent claim that a sink hole was present on a Member's Lot and that she would contact the Parish to help resolve it.

e. Covenants

i. Mr. White discussed the verbiage in the covenants and the discussion he had with his lawyer on probable changes to further assist in avoiding RVs present on residents lots.

f. SOS Filing

i. Mr. White stated that the SOS filing was updated.

g. HOA Newsletter

i. Mr. White discussed topics to cover in the January newsletter

ii. Mr. White stated that he had a discussion regarding the newsletters emailed by Community Management and that they will not merge their newsletter with HOA's newsletter or be viewed before emailed to the Members.

h. Mailing Address and Mailbox

i. Mr. White discussed the issue on whether the Board would like to continue using the Denham Spring Address and the mailing address, obtain a PO Box, or purchase a mailbox.

ii. Given the cost savings in the long-run and the retrieving of mail, the Board agreed a mailbox should be obtained.

- iii. Mr. White discussed the cost of the Associations style mailbox and having it installed, and having a slot and lock placed on it by another party.
 - iv. Mr. White stated that the carrier for the Associations mailbox does not already have the slot and lock included and that he would have to wait until the mailbox in setup and the concrete is dried.
 - v. Mr. White made a motion to purchase the mailbox for the given price and hire the other party to install the lock for additional security. Motioned carried with no objection.
 - vi. Mr. White stated that this will be included in the upcoming newsletter.
 - i. Handout Flyers for Owners Contact Information
 - i. The Board mentioned that not everyone received the first news flyer emailed out and discussed the Contact Information flyers provided to each residents door. The intention is to make sure all Members, including spouses, receive the newsletters via email to be informed on important matters, including approved resolutions.
 - j. Corporate Sponsors
 - i. Mr. White opened discussion on whether the other businesses interested in participating in the corporate sponsorship made a contribution.
 - k. Water Irrigation System
 - i. Mr. White asked on the status on the water irrigation system at the front of the subdivision. Mr. Boswell stated that he I still looking at it, but stated that he verified that the water is operational.
 - l. Power Pressure Washing
 - i. Mr. Boswell stated that he has a commercial power pressure washer and when the rain clears up, he will clean the front sign and the playground.
 - m. Electricity
 - i. Mr. Boswell informed that Board that he has recently contacted the electric company and that he is waiting on the cost to have an outlet at the front for lights and Christmas light optional.
 - n. Community Clean Efforts
 - i. Mrs. Coco discussed further on an event in March to help clean the subdivision and help make improvements.

VII. ITEMS PASSESED

- a. Bylaws
 - i. Motion by Mr. White to approve the Bylaws drafted and revised by the Board. Motion carried with no objection.
- b. Replacing the Soccer Goal
 - i. Motion by Mr. White to approve purchasing soccer goals from the lowest purchase amount presented. Intent is to replace the soccer goal broken. Motion carried with no objection. Mr. White stated that he would setup the goal once he received it.
- c. Association's Annual Dues and Payment Option Agreement:

- i. Motion by Mr. White to update the payment option amount for the assessment dues. Motion carried with no objection.
 - d. Trash Policy
 - i. Motion by Mr. White to approve the drafted Trash Policy/Resolution. Motion carried with no objection.
 - e. Pet Policy
 - i. Motion by Mr. White to approve the drafted Pet Policy/Resolution. Motion carried with no objection.
 - f. Strategic Plan
 - i. Mr. White discussed the drafted Strategic Plan provided to the Board prior to the meeting.
 - ii. The different Board Members discussed options for short and long-term plan to improve the subdivision and the community.
 - g. Welcome Packets
 - i. Given the concern on awareness of Rules and Regulations to new Members, Mrs. Coco and Mrs. Tripp stated they would print the governing documents and draft the welcome letter to provide in person to those Members.
 - h. Yard of the Month/Christmas Yard
 - i. Mrs. Oliver stated that the Landscape Committee will be looking at the different yard decorations and will vote in the upcoming days. Each member volunteered a contribution of their own to award the winner.

VIII. NEW BUSINESS

- a. Resolutions
 - i. Mr. White discussed other recommended resolutions that will be drafted and presented for review prior to the next Board Meeting.

IX. COMMUNITY CALENDAR

- a. Semi Annual Meeting
 - i. The Board decided that a Semi-Annual Meeting should be scheduled for Wednesday, April 10, 2019 at 6pm.
 - ii. Mr. White stated he would contact the Sherriff's office and Parish Councilor to discuss current concerns, including car robberies and highway 42 construction.
 - iii. Discussion on where the meeting should be held remains open on availability.
 - iv. Discussed having a sign created for Member awareness.

X. NEXT BOARD MEETING

- a. The next Board Meeting is tentatively scheduled for Wednesday, January 09, 2019

Meeting Adjourned



 Megan Dianne Coco, Secretary to the Board