

**THE SHADOWS AT MANCHAC 2017 HOA MEETING**  
**ANNUAL/TRANSITION MEETING**  
**MONDAY, JUNE 26, 2017 – 6:30 PM**  
**OAK GROVE COMMUNITY CENTER**

6:34 PM – Meeting called to order

53 people in attendance

Amanda Betancourt – Community Association Manager (CAM) with Community Management (CMGT) led the meeting

Lora Gaspard, HOA Coordinator with DSLD Homes in attendance

**Roles in a HOA**

**Developer** – Plans the community, files restrictions and plat maps for the community. Installs utilities and any amenities. Sells finished lots to builder/builders.

**Builder** – In The Shadows at Manchac DSLD bought all the lots and was only builder. Since DSLD bought all the lots the Developer gave over Declarant control to DSLD. This is how DSLD became board of the HOA while building and selling homes. While maintaining board control, DSLD approved vendors, invoices, ACC request, etc. DSLD also funded shortfalls in the HOA budget during this time.

**Homeowners Association (HOA)** – Each and every lot owner is a member of the HOA. Membership is mandatory and automatic when you purchase your home as stated in the recorded restrictions.

**Community Management (CMGT)** – A vendor hired by the board to help run the day to day activities of the HOA, site visits, collecting bids, billing and collecting assessments, paying vendor, etc. The CAM takes direction from the board.

Departments within CMGT that help with managing the HOA:

- Accounts Payable
- Accounts Receivable
- Customer Service Representative
- Meeting Coordinator
- Operations Manager
- Research Coordinator
- New Member Coordinator
- Architectural Control (ACC) Specialist
- Site Visit Specialist (SVS)
- Community Association Manager (CAM)

CAM duties include being the main point of contact between board and homeowners, vendors and management team, perform new board orientations, site visit oversight, handle the bid

process, attend and facilitate board meeting & annual HOA meeting, monitor financial health of association, prepare yearly association budget, monitor insurance issues, familiarize themselves with the governing documents, perform a monthly property site visit and oversight of reserve studies.

The SVS is in the property once a month looking for violations of the governing documents and any work orders that may need to be handled.

The Shadows at Manchac is on a 10 day enforcement policy, violations can be sent every 10 days for the same offense. A time/date stamped photo must accompany the violation. Currently there are no fines included with violations, but the new board can change once elected.

### **Management Report:**

Open work orders – Street lights, drainage ditch, pothole at entry, leaning street signs.

Common violations – Lot maintenance, landscaping and vehicle visibility.

### **Finances:**

2016 Income – \$33,466.88

2016 Expenses – \$31,478.98

Current Operating Bank Balance – \$32,089.61

Currently 6 delinquent homeowners, 3.82 % delinquency rate. National average is 10%

There were 44 homes sold in 2016

Currently there are 3 homes for sale

Floor opened to Question and Answer segment.

The names of homeowners that volunteered to be on board prior to meeting were announced.

Brit Landry (Brit 1)

Sandy Chambers

Joey Singleton

Grady Nolan

Lindsey Olivier

Britt Landry (Britt 2)

All were in attendance

Floor opened to any other volunteers/nominations

Jason Martin

Rachel Iheanacho

Each homeowner introduced themselves and explained why they wanted to be on the board

Ballots were handed out.

Ballots were collected and tallied.

By show of hands, majority of homeowners wanted 5 board members as opposed to 7. Bylaws dictate 3-7 board members

Top 5 candidates were announced as new board members

**Brit Landry (Brit 1)**

**Britt Landry (Britt 2)**

**Joey Singleton**

**Jason Martin**

**Rachel Iheanacho**

Floor opened to question and answer segment again.

7:42 PM - Meeting adjourned.

*Handwritten signature in blue ink, likely "Rachel Iheanacho".*