

The Communities of Chastain
Board of Directors Meeting
Thursday, July 16, 2020

MINUTES

Present: Steve Kremer Jo Ann Bachman
 Melissa Adelman Sid Karlin
 Ashish Parikh Jennifer Mortimer
 John Markendorf (late)
Absent: Tim Wilson

1. To meet Covid-19 distancing guidelines, our meeting was held at the Glen Pavilion.
2. President Steve Kremer called the meeting to order at 6:30 pm.
3. Sid moved and Melissa seconded we approve the minutes from the June 18th Board meeting. Motion carried.
4. We reviewed the June, 2020 Financial Statement. Year to date, we were under budget on Administrative Expense, Grounds & Landscaping, Pool upkeep, and Utilities. However, we were over on Repairs and Maintenance (drain hole repair and deep Covid cleaning and supplies for opening of pools.) Our total income to date is \$159,512.50, a 5.17% variance from our budgeted \$168,210. The June Financials were approved. Steve noted in reviewing the delinquency list, that we need to get several residents off the list who had moved. Jennifer to follow through. (Follow up question: how do we /CMA get notice of new move-ins when closing attorneys do not notify CMA?)
5. Old business - Steve checked at the sinkhole in the Enclave common grounds off Rotherhithe; water seemed to be running through to the drain without problems. It was decided to hold off on grading as after a few recent heavy rain spurts, there were no puddles or standing water.
6. Steve moved and Sid seconded that we accept the resignations of Alex and Christian Berger. Four voted to approve; Melissa abstained. Motion approved.
7. Removal of shrubs around lake. Jo Ann moved and Melissa seconded that we waive the ERC requirement for Top Tier's work removing the shrubs around Area 1 of the lake. The motion carried unanimously, and the Resolution to Grant a Waiver was signed and given to Jennifer. Since we are saving money by not grading around the sinkhole, discussion followed that we contact Top Tier to see if while they are out removing the bushes around Area 1 of the lakeside, would they consider a reduced bid on Area 2 while they were out there. Top Tier's current bid on Area 2 was \$6,000. The Board gave permission to go ahead with Area 2 if they would reduce their bid to \$4,000 or less. The shrub removal and cleanup is scheduled for July 28th. The playground and area surrounding the work area will be taped off from July 28th until the work is completed.
8. The Board will continue to look at ERC waivers for our service providers on a case by case basis.
9. Jo Ann reported she is recruiting volunteers from each community to judge Stars of the Month (a variation of Yard of the Month to recognize the work so many residents have been putting into their yards and/or exterior of their homes during Covid at-home time; no gift certificates, just peer recognition of up to 5 updates and upgrades in each community starting in August.)
10. Welcome New Resident packets have been distributed to residents with closing dates that have been reported to CMA through June. Jennifer is reporting updates monthly.
11. We have had two snakes reported in the pool pump rooms, both by the cleaning ladies and Kevin Baker. Approval was given to hire an exterminating service to be sure the snakes are gone and to spray around both pools.
12. CMA is going to set up a zoom account for Jennifer.

13. Jo Ann was appointed Treasurer temporarily until the position is filled. The bylaws allow a person to be both Secretary and Treasurer; that person has only one vote.
14. Steve moved and Sid seconded the Board adopt the set of Expectations for Board Members which were drawn up and agreed upon following a discussion on how to operate more effectively and work together as a cohesive group. These expectations will service as a basis for future Board direction and vision. Motion carried unanimously. (See attached Expectations.)
15. Ashish agreed to a month's trial run to take over responsibility for the pool cards that Steve has been handling (saving the Communities a monthly fee should CMA handle).
16. Ashish moved we adjourn; Sid seconded. The meeting was adjourned at 7:15 pm.

Next meeting: August 20, 2020

Expectations of the Chastain Glen HOA Board.

1. Attendance at the monthly meeting is expected, preferably in person. If not, call in to participate by phone. It is understood that work and family issues occasionally arise but this should be the exception. When we all volunteered for the board, we knew of this monthly commitment. This is one of the ways we best serve the residents.
2. Voting can only be done during a meeting not after the meeting. All discussions on issues will take place before or during board meetings not after a vote is taken.
3. Communications among board members is critical. Communications will be professional and respectful of other board members. All board communications/discussions stay within the board and does not get put on social media. Verbal communications is preferred but use of the electronic media such as Slack or email is acceptable. However, if an email or Slack string becomes too long that is a good indication that the discussion needs to be done verbally by Zoom or conference call. Finally, over-communicating is stressed.
4. While we may disagree with the position of other board members, their opinions will be respected. There will be no belittling, demeaning or intimidation of other board members.
- 5 All responses to FB questions will be from a dedicated HOA response not from individual board members. The FB administrators will write the responses with input from other board members.
6. No verbal requests for quote from a vendor will be done by any board members. All scopes of work will be written and sent out by Jennifer. Board members with the specific knowledge of the issue (subject matter experts (SMEs)) will prepare SOWs with reviews by other board members prior to sending to Jennifer.
7. Occasional group calls outside of the monthly meeting will be scheduled as required since some issues need to be discussed earlier than the monthly meeting.
8. Board members will be expected to take on specific tasks so that one board member is not required to oversee all tasks.