



**The Harbors at Lake Chesterfield Homeowners Association  
Board Meeting Agenda  
November 19<sup>th</sup> 2020**

**LCHOA BOARD MEMBERS:** Amanda Perry, Chris Schepis (Phase 1); **Jana Flynn**, Nathan Hopper (Phase 2); Pat Ward, Jeanne Flowers (Phase 3); Bob Kramer, Joyce Del Vecchio (Phase 4); John Cowell, **Craig Boling**(Phase 5);

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**Members Absent:** **Highlighted Above**

**Meeting Link:**

Join Zoom Meeting

<https://us02web.zoom.us/j/6363285652>

Meeting ID: 636 328 5652

One tap mobile

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Meeting ID: 636 328 5652

Find your local number: <https://us02web.zoom.us/j/kexKarLNbn>

**Call to Order Time: 7 : 07pm\_**

**Also in attendance: N/A**

**PUBLIC FORUM: # of speakers: N/A**

**Notice of Approved Meeting Minutes:** The following meeting minutes have been approved via electronic communication and are available on the website.

- **10.22.20 Board Meeting**

**Tabled/Action Meetings from previous Meeting**

**Discussion Items**

1. Question from Jana- Where are we on CCR Violation Process? Should we, as phase representatives, create a list of violations as we see them or as they are pointed out to us?  
**Architectural Committee should take the idea back to their committee meeting, they should present any options to the board at the next meeting.**
2. Questions from Bob-



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- a. **Smith Contract Date and Termination plan.** In order to end the contract, we have to give them written notice no less than 90 days and no more than 180 days from contract end date, this gives us till March 2021 to make a decision.  

We should look as a board at other options for when the contract ends. There was a suggestion to end our contract in June and save the money and then reevaluate in 2022 OR find someone who can help with the finances until the end of the year.
- b. **Smith Remote Access Fee-** we pay \$750/month plus \$225 for remote access, are we paying the remote access fee monthly? I don't Believe this is anything Samantha has been properly trained on so if we are paying for this can it be cancelled and possibly credited since it doesn't appear it's a service we have been able to use. Also related to smith do we get any weekly or monthly reports? This is going to be critical to keep on track with our budget especially given how tight 2021 is going to be.  

We should look as a board at other options for when the contract ends
- c. **Annual Due Mail Out Process-** We have to send out via first class mail a notice or post at the property. Couldn't we modify this slightly and send out via bulk mail postcards noting the annual fees for 2021? I'd also suggest we email everyone as well as post to Facebook and the website. Bulk mail is \$.11 per piece where 1st class is stamp is \$.55, I also have to think getting postcards created and bulk mailed would be less expensive than printing 600+ letters, having them folded, stuffed, putting on mailing labels, return labels and stamps for standard envelopes.  

Any change would be a change to the indentures so we can look at a change for the future but this year we will send through first class mail.
- d. **End of year Summary-** Process for sending a end of year summary to home owners with a possible financial snapshot?  

Have each committee put together an overview for the year and have something to send out. Committees will provide a paragraph with pictures to Amanda by the next board meeting.
- e. **IT Support-** I would suggest we investigate a small IT firm we can call and use on an hourly basis as issues come up, it would also increase our security to have in addition to an administrator within the board but an outside party we can trust to have admin rights to the office and teams account Possibility of using asking homeowners.  

Let's talk to people in the subdivision and see if someone in the subdivision would like to help out. We can put it in the next newsletter and ask for someone to help out.

**Manager Report-**

- 1. Rental updates
  - 1. New COVID Restriction Impacts We are down to 25% of capacity. The rentals have rented for December know they cannot go above the number. You have to have a mask on if you have other people in the gym with you. If public gyms close, our gym will close as well, we follow public gym rules and regulations.
- 2. Homeowner questions/suggestions  

Can we highlight on the main facebook page, businesses who would like to advertise on the page. Suggestion to put it on the main facebook page on announcements and the main website.
- 3. Website
- 4. December Social Media post plan



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[See Newsletter](#)

5. General Updates

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**OCTOBER COMMITTEE REPORTS**

**Architectural Control Committee**

**Committee Members: Chair: Craig Bowling; Additional Board Member: Nathan Hopper**

1. General Update [N/A](#)

**Finance Committee**

**Committee Members: Chair: Chris Schepis; Additional Board Member: Jeanne Flowers**

1. General Update

- Jana's comment was read aloud and sent to the board for review.
- Suggestion was to have another working session; Jeanne will send a doodle poll for a date.
- Budget does need to be trimmed for the year. Prior to this meeting Chris will send out the budget we have in place along with some commentary.
- Increase in Dues- Tables pending working session for 2022 Dues
- Bob would like to turn over payroll over to the finance committee. He will hand it off to Chris.

Questions for the Committee:

1. Will there be a final review of the previous year's budget as well as proposed 2021 budget so we can vote on approving 2021 budget? [Yes- Working meeting will be scheduled.](#)
2. Can we get copies of anything been updated since the budget meeting? [Yes](#)
3. What's the timeframe and expectation to be able to get Samantha migrated away from any accounting work? Timeframe on a bookkeeper? [See Smith Comment above](#)

**Marina Club Committee**

**Committee Members: Chair: Amanda Perry; Additional Board Members: Pat Ward & Sam Hoene**

1. Flooring

[Flooring samples sent from Sam and available at the club house. Bids available on teams. Amanda will put together a one-page summary and send it out for approval. If everyone could review and approve within a week from email. This will be approved via email.](#)

2. Phone/Internet TV

[We switched to Spectrum for phone and TV and are waiting on the results of the site survey to have it installed. Sam will try them again tomorrow to get results and a date on the install. ATT is paid through December 12<sup>th</sup> and we will not renew and will have switched to Spectrum by then.](#)

3. Burglary/Camera/Front Door Update



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Pat is switching over everting by the 30th. They will come out and give a class when its installed.

**Grounds Committee**

**Committee Members: Chair: Bob Kramer; Additional Board Members: John Cowell**

1. General Update

We do not have a permit so we will hold off for the spring.

Bob is in the process for putting together a package for what Greenwood does now and getting other bids.

Bob is working on getting a bid process together.

We need to have a committee discretionary limit without bid process.

2. Holiday Lighting:

a. Contractor has received initial payment and we are hoping to have lighting installed prior to thanksgiving.

b. We are to purchase several wreaths to be placed on lighthouse and other locations. We need to have these on hand before the contractor is on site so we can have him install them. Update on wreath purchase and timeline.

**Pool Committee**

**Committee members: Chair: Jana Flynn; Additional Board Members: Amanda Perry**

1. General Update N/A

**Lake Committee**

**Committee Members: Chair: John Cowell; Additional Board Members: Pat Ward**

1. General Update

Lake committee met last week and put together an approach comparison. It will be prepared for the next board meeting as they are waiting to get a 4<sup>th</sup> approach evaluated for the comparison.

**Legal & Operational Committee**

**Committee Members: Chair: Joyce Del Vecchio; Additional Board Members: Jana Flynn & Nathan Hopper**

1. General Update

Working on the process for by laws.

2. Attorney Meeting in Early December

Would like to know what we can and can't change and what case law is set to be included.

**Social Committee**



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**Committee Members: Chair: Jeanne Flowers; Additional Board Members: Chris Schepis & Joyce Del Vecchio**

1. General Update:
  - Food Truck was a huge hit.
  - Coat Drive has been started
  - Monthly advent food drive has started
  - No Christmas event this year due to covid.

**Motion to Adjourn: Jeanne motioned, Bob Second. All approved.**

**Time of adjournment: 8:38 pm**

<b>Next Meeting – 12/17/20</b>
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