

# Crooked Pond Pool Association Board Meeting Minutes

**Meeting Date/Time:** Sunday, 04/07/19 @ 5:00 pm

**Location:** Hilton Head Plantation House

## Attendees:

Judy White, President

George Westerfield, Director

Cindy Taylor, Vice President

Stuart Cox, Maintenance/Facilities Director

Bob White, Treasurer

Ron Zmuda, Member

Jim Slavetskis Secretary

**Call to Order:** The meeting was called to order by Judy at 5:05pm

**April Minutes:** Bob made a motion to approve the minutes; the motion was seconded by Stuart. The motion carried. Cindy will remove the draft copy of the minutes from the website and replace them with the approved minutes. The Board discussed the best way to communicate the meeting minutes to the website prior to their approval at the following board meeting. It was decided that the minutes would be sent to all board members by email with suggested revisions to be received within one week. Suggested revisions will be incorporated into the minutes which will be re-sent to the members by email with changes highlighted. Response time for additional comments/revisions will be three days after the 2<sup>nd</sup> draft is sent. Minutes, stating they are pending final board approval, will then be posted to the website.

## March 2019 Financials:

- **Budget:**
  - Bob reported that March income exceeded budget by \$1,979 (18.6%), expenses were under-budget by \$300 (13%) and net income exceeded budget by \$2,279 (27.4%). Year-to-date income exceeded budget by \$1,552 (5%), expenses were \$1,138 (12.6%) under budget and net income exceeded budget by \$2,690 (12.4%).
  - YTD Printing & Postage is overbudget due to the purchase of 'forever' stamps prior to their 10% price increase, YTD Office Supplies & Software is over budget due to purchase of envelopes for invoice mailing and YTD Taxes & Licenses is over budget due to unbudgeted taxes paid on the income from tennis lessons last year.
  - A member inquired what service was provided for the Security expense category. Bob explained that we paid \$100/quarter for Custom Security to check on the recreation complex. They also respond to issues with the pool gate.
  - The financial report, budget vs actual, will be posted on the website.
- **Status of Assessment Collection:** As of today (04/07/19), 85% of assessments have been collected; payment from 36 owners (lots) has not been received yet; this is tracking below the same time last year. It is expected that assessments will not be collected from at least 2 owners in CY2019 due to 1 bankruptcy and 1 estate issue.
- **2018 Audit:** Completed; no issues were identified. The report will be posted on the website.

## Maintenance and Landscaping:

- **Pool:** The pool opened April 1<sup>st</sup> and looks good. At the suggestion of a member sent through the website, a pool skimmer has been purchased has been placed on the pool fence.
- **Gate Repairs:** The gate is working correctly.
- **Repair/Cleaning/Replacement of Pool Chairs:** Chairs have been cleaned but are faded due to suntan lotion and the sun.
- **Tennis Court Cleaning:** Stuart has cleaned both courts.
- **Entrance Signage:** Bob made a motion which was seconded by George to table this item indefinitely because the members present felt the signage is acceptable; the motion carried.

- **Handicap Signage:** Stuart will check on the cost of 2 handicap signs with post for the handicap parking spaces.
- **Other:** The cleaners do not have a key to the paper towel holders so have placed the paper towels on top of the holders. They are supposed to notify Stuart of any problems with the bathrooms; Stuart will follow up with them.

**Covenants and By-Laws Review Committee:** The committee (Cindy Taylor, Tom Stepke and Bob White) will meet this week to review the covenants and by-laws. Two items which definitely need to be revised deal with assessment due date and the annual audit.

**Website Access:** It was questioned whether the CPPA website ([www.crookedpond.net](http://www.crookedpond.net)) can be accessed by devices other than a PC or laptop, specifically with an iPhone. Cindy stated the website can be opened with an iPad but she had not tried to access it with an iPhone or an android phone. During the meeting Jim was able to access the website on his iPhone but the website does not display well on the iPhone. A question was also raised regarding printing the documents on the website, specifically when using a Mac laptop. Bob will check this on his Mac at home. Cindy stated that documents can be printed from a Windows device or an iPad. Cindy will try to set up the website so it displays better on an iPhone.

### **Other Business**

**Tennis and Pickleball Update:** A pickleball exhibition was held at the tennis courts on Sunday, 03/24 at 3pm. It was well-attended. A second pickleball exhibition will be scheduled – date to be determined.

**Welcome Letter:** Cindy presented a copy of a welcome letter and mailing envelope with Crooked Pond sign which she created. She explained that it was not easy to obtain information regarding the CPPA, pool code and board meetings. The proposed letter will provide that information to new owners and be a friendly introduction to the neighborhood. Judy stated the letter should not include the gate code because not all new owners have paid their assessment even though their attorney should have included the prorated amount at settlement. There was discussion regarding the process by which the letter would be sent. Bob explained the how he obtains the names/addresses of new owners. He will send new owner names and addresses to Cindy if/when he obtains them; she will mail the letter to the new owners. Any other suggestions regarding letter revisions should be sent to Cindy.

**Formal Election of Officers:** There was no formal election of board members at last month's board meeting so the Board elected the officers presented by the nominating committee. The newly-elected members of the board are as follows: President-Judy White; Vice President-Cindy Taylor; Secretary-Jim Slavetskis; Treasurer-Bob White; Directors-George Westerfield and Jay Owen; Past President-Cord Middleton. Stuart Cox will remain as Director of Maintenance and Joyce Darveau will rotate off the Board.

**Pool WiFi Access:** Bob suggested the Board consider the possibility of opening the router at the pool so members can use WiFi while at the pool. The board members agreed this would be a nice benefit for members. Bob will investigate the feasibility of taking this action.

**Recognition for Joyce:** Judy passed around a thank-you note from Joyce Darveau for the dining gift card she received from the Board in recognition for her years of service as secretary on the Board.

**Next Meeting:** Sunday, 05/05 @ 5pm; Jim will reserve the Plantation House for 5pm on the first Sunday of each month for the rest of the year and pick up the key. Cindy will post meeting info on the website.

**Meeting Adjourned:** The meeting was adjourned at 6:20pm