

Collins Place Homeowners Association
Board of Directors' Meeting
October 5, 2015
6:30 p.m.

Attendees: Jason Shavers, Jacob Rousseau, Dora Gorey, Aaron Labat and Tasha Brown

Jason Shavers called the meeting to order and outlined a basic agenda for the meeting. The meeting was primarily called in order to select officers and get started on matters concerning the neighborhood.

(Aaron had to leave the meeting early due to a family matter.)

Items discussed:

1) **Mosquito abatement** Jacob will get in touch with the appropriate individual(s) to find out whether this will be done in our subdivision and whether it is possible to contract for such service, should it be desired.

2) **Property management company** A motion was made by Dora to open discussion of the companies who submitted proposals (including the two who presented at the HOA meeting) for the purpose of selecting a company. The motion was seconded by Jason.

The merits of each company were discussed as well as the concerns regarding the Better Business Bureau report on one of the companies. Jacob made the motion for the Board to approve Pelican Management Company contingent on review of the actual contract. The motion was seconded by Aaron. All members voted "aye" and the motion passed. Jason will contact the company and arrange a follow-up meeting with the company representatives.

3) **Lake lot owner request regarding erosion** Jason shared that a homeowner on a lake lot has requested guidance regarding how to address land erosion on their lot. Aaron will contact the homeowner

and look at their concerns to determine how it should be addressed by the homeowner in accordance with the covenants and restrictions.

4) **Lots to be donated to HOA by Developer**

Jason discussed that he had contacted the Developer regarding the donation of the lots to the HOA for any future use as a common area. He stated that the Developer indicated there were never two lots intended to be donated – only one. Tasha will research whether the lots (those originally believed were going to be donated to the HOA) are actually “buildable” since there is a utility facility spanning across the back of both lots.

Jason also shared that the Developer offered to potentially sell the HOA other lots at a discount.

5) **New residents not aware of covenants and restrictions**

Tasha explained that it is the seller’s listing agent who is responsible for providing the C&Rs to the buyer before the closing. In many instances, the new residents are not aware of the C&Rs until they get to closing on their new home. Also, there is concern that homes are being sold and the HOA is not aware of it. Dora will contact all the listing agents and/or real estate companies currently represented and let them know there is now an active HOA and provide them with appropriate contact information.

6) **Procurement of Directors and Officers insurance; pursuit of reduction in cost of liability insurance**

The need for insurance to protect the directors and officers of the HOA was discussed as was the desire to reduce the premium of the current liability insurance. Jacob offered to look into both to see what competitive rates could be obtained. Jason will get the declarations page of the current insurance from the Developer along with other pertinent insurance information for Jacob.

7) **Need for tax identification number, mailing address and bank account**

Dora discussed that this number is necessary for tax purposes. Prior to applying for the number or opening a bank account, the HOA must establish a permanent address. The board agreed that a post office box is the best solution. As there is no money to pay for it, the Board will pay for it out of their pockets and

get reimbursed at a later date. Dora will get the post office box set up as soon as possible and then work on the tax ID request. Tasha will open the bank account. It was discussed that the by-laws already address the number of signatures needed on any check not issued by the property management company.

8) **Proposed operating budget** The board members reviewed a proposal drafted by Dora (using CPA approved format) and made several revisions to the document for clarity. Once the revisions have been made and final budget voted on, it will be shared with all residents.

9) **MODAD issues** Jason shared that he continues to contact MODAD about the odor and the condition of the fence. It was discussed that at least one resident has contacted the Public Service Commission. Dora will ask her husband (who used to be an Entergy public affairs manager) to get in touch with our representative's office to see what else can be done.

10) **Volunteers needed for committees** Dora identified the need for volunteers for various committees needed in our neighborhood. Those are: post-construction architectural control, landscape, lake lot owners, social activities and welcome committee. It was agreed that Dora would send out an email to residents describing the committee functions and asking for help with these items.

11) **Selection of officers** Following discussion of each member's area of expertise, nominations were made for each office. Jason made the motion to approve the officers as nominated; Jacob seconded the motion. All members voted "aye" and the nominations passed as follows:

President	Jason Shavers
Vice President	Dora Gorey
Treasurer	Tasha Brown
Secretary	Aaron Labat
At-Large	Jacob Rousseau

Jason explained that the by-laws require three board members to serve for two years and two board members to serve for one year to

provide for continuity. It was unanimously agreed that the President, Vice President and Treasurer positions would serve for two years and the Secretary and At-Large positions serve for one year.

The next meeting was set for November 2, 2015 at 7:00 p.m.

The meeting was adjourned at 8:30 p.m.