

Collins Place Homeowners Association  
Board of Directors' Meeting  
January 12, 2016  
6:30 p.m.

In attendance: Dora Gorey, Tasha Brown, Jason Shavers, Jacob Rousseau, Aaron Labat and Daniel Camp (Pelican Association Management)

Jason opened the meeting and turned the floor over to Daniel to update everyone regarding the finances, liability insurance and other matters. He advised that assessment payments continue to trickle in and that this is the "norm." Board members expressed while this may be considered as the "norm" it was still concerning. As of January 12, 54 of 130 homeowners have paid in full. Those paying after January 30 will be assessed an additional \$36 late fee.

Daniel shared that it appeared from Clerk of Court records that approximately 10 or more lots/residences changed ownership during December 2015. Tasha volunteered to check the records to see whether this was the Developer selling off lots to contractors or other type of sales.

Daniel stressed that the HOA needs a Standard Operating Procedure (SOP) for lake usage to address liability issues. Aaron said he would contact the volunteers and review the draft provided by Daniel. Jacob volunteered to help contact the volunteers as well.

Jason made the motion and Tasha seconded the motion that the Board approved the two finalized SOPs: Collection of Assessments and Enforcement of the Covenants and Restrictions. The motion passed with all Board members voting their approval.

Daniel asked whether the entire Board constituted the Architectural Control Committee (ACC). It was agreed by all present that the Board would remain as this Board until the neighborhood is built out and everyone has become accustomed to the enforcement of the requirements of the covenants and restrictions. Daniel advised that more than 90% of the other HOAs do the same.

Daniel shared that both Jason and Tasha were approved to access "Strongroom" (a financial software) so they can approve invoices for payment. He also shared that PAM uses "SouthData" for sending out invoices. Another blast email assessment "payment due" reminder is planned towards the end of the month. This email will include information about PAM, how to access the neighborhood website, etc.

The Board discussed the bid for liability insurance approved via email amongst the Board members. Per Daniel, the annual premium will be \$1776. Daniel will advise the Board of the start date and premium due date.

Jason updated everyone on the lot to be donated to the HOA by the Developer. It was discussed whether or not to accept the donation as the lot will be significantly smaller than anticipated due to the MODAD's planned expansion. It was also

noted that there have not been any complaints regarding MODAD odors in the last several weeks. If the HOA did not accept the lot, it would be the responsibility of the Developer to keep the lot mowed, etc. As there was concern regarding liability as well as the upkeep of the lot, Jason made the motion that the Board vote to accept the lot; Dora seconded the motion and the Board unanimously agreed to accept the lot donation. Daniel advised that it would not affect the liability insurance cost.

The Board discussed two landscape reconstruction and maintenance proposals and agreed that such would be revisited when the HOA was on more secure financial ground. Jason stated he would put out a call for volunteers to help remove the existing landscape along with some of the pampas grass to save the HOA some money.

Jason shared his research regarding “children at play” signs that should be placed throughout the neighborhood. He had received one quote and was looking for others. It was agreed that this matter would be priority once the HOA was on solid financial ground.

Dora shared her research findings regarding sidewalk ownership. According to parish code, sidewalks are located in the servitude and titled to the property owner. Public Works Director, Sam Digiriolamo, confirmed that sidewalk repair is the responsibility of the property owner unless the damage to the sidewalk was done by a utility or other outside entity.

Daniel presented two ACC requests: one for a pool and the other for an outdoor kitchen. After review of the requests and plans, there were no questions or concerns regarding the proposals and they were both unanimously approved. Daniel said he would advise the homeowners of the Board’s approval.

Dora asked Daniel whether PAM sent out anything to new residents and how the HOA could best know when homes are sold and purchased by someone new. He indicated that PAM indeed sent out welcome letters and he will share the new resident information with the Board so that the Welcome Committee could be activated.

The Board discussed sponsoring a spring neighborhood clean-up day in March or April where residents all pitched in to clean street signs, clean curbs in front of their homes, pick up litter and generally spruce up the neighborhood. The HOA would provide hot dogs and soft drinks for all involved. It was agreed this would be further discussed at the next Board meeting.

The need for a neighborhood bulletin board was also discussed. The Board discussed possible locations for placement and cost considerations. The idea was deferred until financial viability of the HOA is strong.

The Board agreed to meet again in February. A date would be set after everyone has his/her work schedules for the month. With no further business, the meeting was adjourned at 8:00 p.m