

# CGV BOD Executive Meeting 01/20/2022

Thursday, January 27, 2022 12:35 PM

## Meeting Details

- Date and Time: Jan. 20, 2022
- Location: Zoom Meeting
- Agenda:

## Attendees

- Present
  - LaFaye Wallace
  - Twanesia Crawford
  - Kendall Carter
  - Marq Fletcher
  - Lakisia Jones

## Status of Old Action Items

- ☐ Lakisia will create a Request for Proposal for vendor services.
  - ◇ In progress.
- ☐ LaFaye will draft a welcome letter from the Board of Directors and will submit to CMA for distribution.
  - ◇ In Progress.
- ☐ Kendall will lead the effort on finding an auditor.
- ☐ LaFaye will follow up with Kevin to solidify a date for the finance meeting.
- ☐ Meet with Kevin to discuss the financial health of the Association.
- ☐ Twanesia will contact Kevin to let him know that the Board voted to terminate the contract with Brightview.
- ☐ LaFaye will send an email to ask Kevin what are the responsibilities of the person who cleans the clubhouse.
- ☐ LaFaye will contact Kevin to inform him of the Board's decision to suspend rentals at the Clubhouse until repairs have been completed.

## Discussion

- ▶ Meeting called to order at 6:10pm. Meeting began with a motion to approve the agenda. The motion seconded and approved by unanimous vote.
- ▶ Motion made to accept the meeting minutes from the last meeting held on January 13, 2022. The motion was seconded and approved by unanimous vote.
- ▶ Community Priorities
  - ◇ *Landscaping*
    - Kisia and Twanesia had a call with Weaver Landscaping to discuss questions regarding their proposal. Weaver answered questions regarding the 6 month contract and what options are available

- Kisia and Twanesia had a call with Weaver Landscaping to discuss questions regarding their proposal. Weaver answered questions regarding the 6 month contract and what options are available.
- The Board discussed the options, frequency, and pricing. The Board selected a list of services to be provided in addition to the base maintenance plan and cleanup already approved.
- Mark moved that we submit the revised proposal to Weaver Landscaping with selected options. Motion seconded. Motion approved by unanimous vote.
- Twanesia will send a new mockup of the proposal with the selected options to Weaver Landscaping tomorrow.
- LaFaye will contact Kevin to tell him to contact Brightview to request they complete services they have not completed by the end of their contract which ends 1/31/2022.

◇ ***Pressure Washing***

- The Board is reviewing proposals to pressure wash the fences and post caps at both entrances to the subdivision.
- Weaver says his company does pressure washing and provides their own water supply.
- We also received a proposal from Stay Put Mobile Detailing and Pressure washing who also has his own water supply.
- It was mentioned that AJ reached out to pressure wash the gazebo as a volunteer project. AJ will be contacted to submit an estimate.
- Any additional proposals for pressure washing should be submitted by Monday, January 24 at 5:00 pm for the Board to review and vote.

◇ ***Financial Audit***

- LaFaye says audit should cost around \$1,000. She has reached out to 2 auditors.
- Kendall received a quote that was significantly higher. They will continue to search for an Accountant to complete the audit.
- It was mentioned that we could use an Accountant who specializes in Nonprofit organizations.

◇ ***Finance Review***

Kendall will find out who prepares our financial reports at CMA.  
 She will setup a time to meet with the Accountant at CMA to walk through the financials for the association.  
 We will review the Balance Sheet and Statements for the last 3 cycles.

◇ ***Cedar Grove Village Community Meeting***

- We need to pick a date to meet with residents during the second quarter.
- Having the meeting during the 2<sup>nd</sup> quarter prevents conflicts with the clubhouse renovations.
- We will table the quarterly meeting discussion for now and resume at a later date.

◇ ***Flock Cameras***

- Shay told her contact that we have placed the flock cameras on hold until we work on some other things in the budget.
- We will talk to the CMA Accountant about what's available in the budget before making a decision about the flock cameras.

◇ ***Pool Contract***

- The proposed contract for 2022 submitted by our existing pool contractor has increased significantly.
- The pool contract has not been signed.
- We are open to search for other pool contractors.

◇ **Clubhouse Custodian**

- It was mentioned that we need to review the contract for the person who cleans the clubhouse and checks residents in and out for events.
- LaFaye will request the contract from Kevin.

- ▶ Motion to adjourn the meeting. The motion was 2nd and approved. Meeting adjourned at 8:49 pm.

## **Action Items**

- ☐ Twanesia will send a new mockup of the proposal with the selected options to Weaver Landscaping tomorrow.
- ☐ LaFaye will contact Kevin to tell him to contact Brightview to request they complete services they have not completed by the end of their contract which ends 1/31/2022.
- ☐ The Board will review the pressure washing proposals and be prepared to vote by next Tuesday.
- ☐ Kendall will find out who prepares our financial reports at CMA and setup a meeting with them to review our finances.
- ☐ The Board will search for competitive pool contractors.
- ☐ LaFaye will request the Clubhouse Custodian contract from Kevin.

## **Next Meeting**

- Date and Time: January 27, 2022 at 6:00 pm
- Location: Zoom
- Agenda:
- Notes: