

CGV BOD Executive Meeting 03/29/2022

Tuesday, April 12, 2022 2:32 PM

Meeting Details

- Date and Time: March 29, 2022
- Location: CGV Clubhouse
- Agenda:

Attendees

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

Old Action Items

- ☐ Kisia will draft letters to vendors we did not choose. In progress
- ☐ Devise standards for the committees - The Board
- ☐ Stand up or Chair the committees - The Board
- ☒ Devise a budget for pool furniture. - Kendall
- ☒ Prepare list of services we want the cleaning company to provide. - Kisia
- ☐ Notify Ms. Byers that she has been selected to complete the audit and request her references. -Kendall
- ☐ notify Kevin of the Board's decision and request the funds to pay for the junk removal. - Twanesia
- ☒ Notify Kevin of the Board's decision to terminate Doug Soucy's services. - Kisia
- ☒ LaFaye will contact our attorney to determine if the janitorial service company has to be licensed and bonded. - LaFaye
- ☒ Provide content for the newsletter. -LaFaye.
- ☒ Finish the newsletter. -Twanesia and Kisia

Discussion

- ▶ Meeting called to order at 6:17pm.
- ▶ Meeting began with a motion to approve the 3/22/2022 meeting minutes. The motion seconded and approved by unanimous vote.
- ▶ Motion to accept the agenda. The motion seconded and approved by unanimous vote.
- ▶ **Community Priorities**
 - ◇ ***Newsletter***
 - Create 2 versions of the newsletter. The print version should be condensed to fit one page.
 - The goal is to send out by the end of the week..

- Create 2 versions of the newsletter. The print version should be condensed to fit one page.
- The goal is to send out by the end of the week..
- Ask Kevin to add the homeowner's name and "Or Current Resident" when he sends the newsletter via the mail.
- The Board approved a motion for the VP and Secretary to amend the newsletter, send to the Board for approval, and to be distributed by the end of the week.

◇ **Pool**

- Kendall presented options for pool furniture to be purchased from the At Home store.
- The furniture selected is a close match to the furniture we already have.
- The plan is to purchase 10 lounge chairs @ \$809.91, 4 wrought iron tables @ \$199.86, 4 brown umbrellas @ \$239.96, 8 chairs @ \$200.00, and 3 trash cans @ \$207.00 plus tax.
- Motion made to purchase pool furniture for approximately \$2000.00 per the presentation by Kendall. Motion was seconded and approved by unanimous vote.

◇ **Landscaping**

- Weaver quoted \$2000 to \$2200 for 200 bales of pine straw.
- The quote received from the Pine Straw Depop was much less than quoted by Weaver.
- In an email received from Kevin on 2/24 we purchased 250 bales of pine straw at \$10.50 each.
- We need to discuss with Weaver before making a decision to purchase more pine straw.

◇ **Financial Audit**

- Kendall will notify Ms. Byers and request her references.

◇ **Clubhouse**

- Kevin needs to remit payment to Greystone for lights at the clubhouse. Once he does, Greystone will install the lights within 2 weeks.
- The Board reviewed the clubhouse cleaning checklist. Kisia will finalize the list and send to the Board for review.
- Once finalized, the Board will begin a search for a "Clubhouse Concierge" who will be responsible for cleaning the clubhouse and checking renters in and out after events, and be the emergency contact during events.
- The Board needs to create a checklist for the clubhouse rental check-in and check-out process.
- Note- The CGV lawyers stated that licensing and bonding is preferred for a janitorial service but is not required.

◇ **General Discussion**

- Lighting at 5612 - COSF will get back with us to authorize installation of the street light.
- Illegal Dumping
 - LaFaye entered a See, Click, Fix ticket to get the illegally dumped items removed.
 - Kevin will have the maintenance company remove the items on Thursday. LaFaye will ask Kevin for a cost before he sends someone to remove the items.
 - Twanesia will also request a quote from Pancho Junk Removal service.
 - The sign at Glade Bend and Cedar Pass is down. Kisia will ask Kevin if the maintenance company can put the sign back up.
 - Twanesia says we need to replace 24 street signs. To get the same

size as the ones we already have, it'll cost about \$85 per sign.

- Mark has purchased the paint and supplies to paint the fences totaling \$218. He will start painting the fence at the 2nd entrance Friday. The fences at the front entrance will be painted Saturday by some members of the Board and volunteers who expressed interest in helping.
- Jacinta Lewis will chair the Social committee. Tanesha Redding has expressed interest in joining the committee.
- Each Committee Chair will create guidelines for their committee.
- Kisia will check with Kevin to make sure we are still on schedule for tennis court resurfacing the week of April 18th.

- ▶ Motion to adjourn the meeting. The motion was seconded and approved. Meeting adjourned at 8:30 pm.

▶ **Action Items**

- ☐ Finalize the newsletter and send to Kevin for distribution. - Kisia
- ☐ Purchase pool furniture.
- ☐ Finalize the clubhouse cleaning checklist and send to the board for review. -Kisia
- ☐ Create a rental check-in and check-out list. - the Board
- ☐ Get a quote from Pancho for junk removal - Twanesia
- ☐ Get junk removal cost by the maintenance crew from Kevin. - LaFaye
- ☐ Request the sign at Cedar Pass and Glade Bend get put back up. - Kisia
- ☐ Check with Kevin to make sure we are still on schedule for tennis court resurfacing the week of April 18th. - Kisia

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