

# minutes

Meeting Title			
12/07/2021		Meeting Time: 7:30pm	Meeting Location: Virtual/Zoom
Meeting called by	LaFaye Wallace		
Type of meeting	Type of meeting: Executive Board		
Facilitator	Facilitator name: All		
Note taker	Note taker name: All		
Timekeeper	Timekeeper name: All		
Attendees	Attendees: Kendall Carter; Twanesia Crawford; Mark Fletcher; Lakisia Jones		
Agenda Topic 1			
Time allotted:20min	Presenter: All		
Discussion	Roles off each board member		
Conclusions	Each member agreed to accept roles identified by the team: LaFaye Wallace, President; Twanesia Crawford, Vice President; Lakisia Jones, Secretary; Kendall Carter, Treasurer; Mark Fletcher, Member-at-Large		
Action Items		Person Responsible	Deadline
Action item 1		Presenter Name	Date   time
Action item 2		Presenter Name	Date   time
Agenda Topic 2			
Time allotted:7min	Presenter: Mark Fletcher		
Discussion	Mark presented layout for community website – <a href="http://www.CGVHomeowners.com">www.CGVHomeowners.com</a> . Website can be used for payment of HOA fees, clubhouse rentals, events, inquiries, etc.		
Conclusions	The board accepted the proposal with suggestions to collaborate with property manager, Kevin F., to link with CMA website and agreed that Mark could be reimbursed for yearly subscription for domain(GoDaddy)		
Action Items		Person Responsible	Deadline
Action item 1: Reimbursement of fees		Mark Fletcher	Open
Action item 2		Presenter Name	Date   time
Agenda Topic 3			
Time allotted:5min	Presenter: Contracted Services in HOA		
Discussion	Attorney on record, Property Manager, Contractor for Clubhouse repair/renovation, lawncare, tennis court, pool, etc		

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Conclusions	HOA will continued with existing contracted services for smooth transition. We will review all contracts to ensure we have the right fit for our community.		
Action Items		Person Responsible	Deadline
Action item 1: Coordinate meeting with Property manager, Attorney on record, contractor for clubhouse repair/renovation		LaFaye Wallace	Next meeting
Action item 2		Presenter Name	Date   time
Agenda Topic 4			
Time allotted:20min	Presenter: All		
Discussion	Top priorities for community		
Conclusions	Completion of street asphalt in the new homes addition of subdivision - who do we contact?; Mark educated team on use of ClickFix to inform city management of community needs within their domain; Need for outside lights at clubhouse & 5612 Valley Loop, S. Mizell is resident; register HOA with city/police; Beautification – Christmas Decorations		
Action Items		Person Responsible	Deadline
Action item 1: Contact Greystone regarding outside lights		Twansia Crawford	Open
Action item 2: Coordinate meeting with Kevin to get answers to unknowns		LaFaye Wallace	Next meeting

Board agreed that we will meet once a week to ensure we are on-task and to keep one another up-to-date on assignments; we will meet each Tuesday at 7:30pm via Zoom.

Next Meeting: Tuesday, Dec. 14, 2021

Meeting adjourned at 8:40pm