

# Innisbrook Homeowner's Association Board Meeting

Date

September 16, 2025

Time

7:00 pm

## In attendance

Dan Stewart	President
Zack McWhirt	Newly appointed Vice President
Lisa Soeurt	Newly appointed Treasurer
Kate Curtis	Newly appointed Secretary
Terry Johnson	Board Member
Jim Mason	Board Member
Nick Von Bank	Board Member
Dee Mason	Meeting Host

## Approval of minutes

## Board

### 1. Election of Vice President and Secretary

- Kate Curtis has been appointed as the new Secretary
- Zack McWhirt has been appointed as the new Vice President

### 2. Board Meeting Location

- Zack indicated there may be space available at the Center Grove Middle School North

### 3. Annual Meeting Date and Location for March 2026

- New HOA Board members will be elected on April 1, 2026 and serve a one year term
- Annual meeting is set for Tuesday March 2, 2026 at 7:00 pm
- Action Items:**
  - Zack indicated there may be space available at the Center Grove Middle School North
  - Jim is planning to contact Heidi to see if New Hope Church can be used
  - Lisa checked with White River Library Branch but the meetings must be done after closing and there is a cost for the room

- iv. In February, Board needs to notify homeowners to submit their names if they are interested in being on the ballot to serve on the Board from April 2026 through March 31, 2027

#### **4. HOA Board Meetings**

- a. The next board meetings will be as follows:
  - i. Tuesday, October 21<sup>st</sup> at 7:00 pm
  - ii. Tuesday, December 9<sup>th</sup> at 7:00 pm
  - iii. Tuesday, February 3<sup>rd</sup> at 7:00 pm

#### **5. Communication**

- a. The Board members agreed that any communication going out to homeowners should be reviewed and approved by all members prior to distribution. This includes minutes, Newsletters, etc
- b. The Board needs to also determine the best way to communicate with homeowners (email, Newsletter, website)
- c. Kate suggested conducting a survey on the homeowners' preferred method of communication, suggestions for the Board, and soliciting volunteers for the various committees. Various survey methods were discussed including Survey monkey, QR code, go to each house, Google
- d. **Action:** Kate will develop a survey and send it to the Board for their review

#### **6. HOA Documents**

- a. **Action:** Ensure all HOA board members have copies of the Corporate Bylaws
- b. **Action:** All documents should all be posted on the HOA website

#### **7. Banking Updates**

- a. Terry reported there are currently three signers (Dan, Terry and Lisa) assigned with access to the bank accounts
- b. Current account balances
  - i. Checking: \$55,527
  - ii. Savings: \$78,568
- c. The Board approved the purchase of Quick Books to manage the funds
- d. **Action:** Recommend all bills go to the Innisbrook HOA Post Office box versus an individual Board member
- e. **Action:** Order new checks with HOA PO Box
- f. **Action:** Recommendation was made and approved to transfer savings into a high yield CD

#### **8. Sprinkler System Update**

- a. The sprinkler system box in the first court (Innisbrook Place) has been fixed. The box located on Innisbrook Lane has also failed and will be replaced. The box needs to be operational to close the sprinkler system for the season.

#### **9. Entrance Trees**

- a. The Board discussed various options for the areas where the trees were cut down at the entrance to the neighborhood
- b. **Action:** Board will develop some options (replacement trees, perennial flowers or plants, other items) and allow homeowners to vote on the best solution

#### **10. Dues Update**

- a. Dues need to be reassessed after the contract bidding process to determine if current dues are adequate

#### 11. Bidding Process

- a. The Lake Maintenance contract expires at the end of October. It is too late to go out to bid so current company will continue to provide services
  - i. **Action:** Nick will review the current contract
- b. A Cut Above contract expires December 1, 2025
- c. Sprinkler Company contract expires January 2026
- d. There was some discussion regarding dredging of the ponds
- e. Leave contracts for one year length
- f. **Action:** The solicitation process for contracts needs to begin soon. Three companies need to solicit bids for each contract
- g. **Action:** Nick will contact an individual regarding estimated cost for dredging ponds

#### 12. Review of Trees in Neighborhood

- a. Jim and Dee Mason contacted Dave Chubb, owner of local tree service, to survey all the trees in the neighborhood (between the sidewalk and street) and determine which ones need to be replaced
- b. Dave Chubb is willing to provide the service for free and is also offering discounts for replacement trees
- c. **Action:** Jim and Dee will work with Dave Chubb on the assessment and ask his opinion for replacement trees

#### 13. Innisbrook HOA Website

- a. The Board agrees the HOA Board meeting meetings need to be posted on the website
- b. There are issues with permissions with some Board members' access to the website
- c. **Action:** Further discussion of the individuals who will be responsible for managing the website

#### 14. Innisbrook Assets

- a. **Action:** The Board wants to create a new updated list of assets and the cost associated with replacing them to ensure there is enough money available to replace them in case of an emergency. Assets include sprinkler system, gazebo, brick walls
- b. **Action:** Board members need to also review insurance policy coverage

#### 15. HOA Newsletter

- a. **Action:** Solicit individuals interested in developing a Newsletter

### Updates from the HOA Committees

#### 16. Establishment of Grounds Committee

- a. The Grounds Committee will be responsible for maintaining all common grounds including entranceway and areas near lakes. This includes cleaning up, removal of any dead flowers, planting new plants, decorations and recommendations from the group
- b. After the Board meeting, Dee Mason, Melissa McWhirt and Martha Von Bank volunteered to take over responsibility of the committee

#### 17. Establishment of Welcome Committee

- a. The Board discussed the idea of establishing a Welcome Committee to welcome new homeowners, bring baked item, share a copy of the convenance, website and HOA email as well as getting their contact information. A Board member will visit the new owners
- b. **Action:** Creating a new Welcome Committee

#### **18. Architectural Committee**

- a. Trent and two ladies are currently on the Architectural Committee
- b. They received a request which was sent to the board for the removal of a wooden frame and replaced with concrete pad. The committee members met with the homeowners
- c. Board approved request

#### **19. Additional Committees and Volunteers**

- a. Board members discussed the possibility of establishing a Social Committee responsible for hosting neighborhood events or food trucks. The survey Kate is developing could include soliciting homeowner's input on this or any other committee

## Announcements

### Next meeting

HOA Board will be meeting October 21, 2025 at 7:00 pm

## Action Items

Action Item	Description	Board Member	Due Date (if applicable)	Resolution	Date
Annual and Board Meeting Location	Determine if Center Grove Middle School North is available	Zack			
Board Meeting Location	Call Heidi to determine if New Hope Church is available	Jim			
2026 Board Elections	Solicit names of those interested in on being on the ballot	All	February		
Development of a survey for all homeowners	Survey would include items like the homeowners' preferred method of communication, suggestions for the Board, and soliciting volunteers for the various committees. Maybe include options for replacement trees at the entrance of the neighborhood. Determine the best method to be used for the survey	Kate			
Board members have all applicable HOA Board documents	Ensure all HOA board members have copies of the Corporate Bylaws	All			
HOA documents posted on website	All documents will be posted on the HOA website				
Change address for incoming bills	All bills should be changed to go to HOA PO Box				

New checks	Order new checks with Innisbrook HOA PO Box				
Begin solicitation process for contracts	Three companies need to solicit bids for each contract		ASAP		
Lake Contract	Review of Lake Contract	Nick			
Dredging Ponds	Contact individual to get estimated cost to dredge the ponds	Nick			
Assessment of trees	Work with Dave Chupp on the tree assessment	Jim and Dee Mason			
HOA Website	Solicit volunteers to maintain and manage the website				
List of Assets	Create a new updated list of assets and the cost associated with replacing them to ensure there is enough money available to replace them in case of an emergency				
Review of Insurance Policy	Determine coverage				
HOA Newsletter	Solicit individuals who are interested in developing Newsletters				
Welcome Committee	Establishment of new Welcome Committee				