

	<b>Grove Place</b> <b>Home Owners Association</b> <b>Board Meeting</b>	Meeting Minutes 09-18-2017
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<b>Date &amp; Time:</b>	09-14-2017 7:00-8:15PM
<b>Requestor:</b>	Mr. Ramous Fields
<b>Location:</b>	5730 Grove Place Crossing, Lilburn GA 30047
<b>Call in #:</b>	
<b>Language:</b>	English
<b>Preparer/Author:</b>	Tesfaye Leta
<b>Food Served:</b>	Cold wraps, Fruits, Water

#### ATTENDANCE KEY Recurring mtgs:

Attendees (x)		Phone Attendees (P)	
Apologies (A)		Partial Attendance (/)	
<b>Att.</b>	<b>Name</b>	<b>Att.</b>	<b>Name</b>
X	Mr. Ramous Fields	X	Mrs. Dahra Osenga
A	Mr. James Logan	X	Mrs. Lucretia Lott
X	Mr. Tesfaye Leta	A	Mrs. Lorraine Benton

#### MAIN AGENDA:

1.	Sub-division homes inspection report review
2.	HOA Budget finance spending assessment
3.	Pool Closing schedule
4.	Other crucial issue in the association

1.	<p>House inspection completed with over 50% homes cited for some sort of violation. However to identify and isolate those who already had a first or repeated notices of a warning the team will have to go over by the homes and run another assessment. In order to facilitate that the hard copy inspection reports collect will be transport to a spreadsheet.</p> <ul style="list-style-type: none"> <li>Mrs. Lorraine has volunteered to do the conversion to spread sheet task by the end of the week and pass it on.</li> <li>It is reported that a sink is dumped outside by a trash can in OPX cul-de-sac that needs to be dealt with in time. Along with this problem trash can warnings or 2<sup>nd</sup> notices are to be distributed.</li> <li>There was a citing on a commercial vehicle parked at a resident against the rule of the bylaws. The board has decide to speak with the resident and alternative compromising solution prior to writing a violation.</li> <li>Some damages are reported in the sub-division with nothing serious, however a major branch of a sizable tree was broken and fell over at the entrance to the community pool area. The board has decided to remove the entire tree as soon as possible. Mrs. Leta is to notify Mr. Logan who is in charge of the structural committee to get 3 competitive quotes to do the job.</li> </ul>
2.	<p>The agenda for the financial review was focused on residents who owe association due and the assessment on expenses incurred so far versus what is budgeted.</p> <ul style="list-style-type: none"> <li>For those residents who are far behind in paying what they owe the board is considering to file a lien on their property starting with delivering a certification of intent to these residents. However, prior agreement and arrangements to be verified with the board. Mr. Fields to check and verify the documentation at hand and Mrs. Osenga to send out the notice.</li> <li>The brief assessment done on the summarized sheet of HOA expenses so far shows no significant over spending is evident though some itemized entries seem higher than normal. Out of the estimated \$36,000 budget roughly \$19,000 is spend as of the day of the meeting.</li> </ul>

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	<ul style="list-style-type: none"> <li>Mrs. Osenga stressed out need for using credit cards provided by the HOA instead using personal credit cards for all the convenience in accounting as well access to quick books. The board accepted the suggestion and Mrs. Osenga is to pursuit the issuance of the HOA credit card with Wells Fargo Bank</li> </ul>
3	<p>The pool closing job was discussed next, among the items are</p> <ul style="list-style-type: none"> <li>The need for a projector that will be used when a movie night is planned just like the one planned at the end of the Sept. Mr. Fields has been working diligently on the specification and procurement of the projector. VIVA GP90 a projector with 3200 lumens is a candidate for the purchase. A screen is needed to complete the major accessories needed. Again Mr. Fields is planning to test out the projector on a large wall or on a white sheet to specify what will be purchased to satisfaction.</li> <li>The closing of the community pool is scheduled for the week of Sept 25<sup>th</sup> and the movie night under the stars will conclude the service in the pool area for the year. The Movie night is tentatively schedule the week end of Sept the 25<sup>th</sup>.</li> <li>Whether or not dinner such as pizza will be provided or bags of popcorn is to be decided soon.</li> </ul>
4	<p>Other critical items discussed are as follows:</p> <ul style="list-style-type: none"> <li>Mrs. Osenga mentioned the need for a back flow prevented for the water supply lines to common areas such as the sprinkler and the pool. She will be verifying the extent of the work and cost with the service providers.</li> </ul>
	The meeting was adjourned at 8:15 PM with a request.

**ACTION ITEMS UPDATES:**

Action Item	Responsibility	Due Date

**ACTION ITEMS:**

Action Item	Responsibility	Due Date