



205 Towne Lake Way, Pooler, Georgia 31322

board@townelakehoa.org

HOA Board Meeting Agenda

February 9, 2021

Location: ZOOM Meeting #1 – Host: Ingrid Springer

Call to Order/ Roll Call: Ingrid

Agenda Items:

1-Governing Rules of Engagement:

- Roberts' Rules of Order (See attachment 1)

2-Board & Committee Members

- Confirmation of President & Immediate Past President (Article 8.1 of By-Laws)
- Confirmation and Acceptance of Position of Additional 2021 Elected (Voting) Board Members
- Confirmation of Architectural Committee Members (non-voting)
- *Next Steps: Responsibilities / Activities Assignment*

3-Meeting Minutes

- Approval of Previous Meeting Minutes (December 15,2020) – *Darlene Green* (2020 President / 2021 Immediate Past President) (electronic or hand-written)
 - Posted January 3, 2021 to Website
 - Posted to Bulletin Board
 - *Next Steps: Distribute to Homeowners by Mail (per Article 9.4)*
- 2020 Meeting Minutes – *Next Steps: Require Approval, Upload and Distribution – Darlene*
- 2021 Minute Generation and Supporting Process – *Deborah Kramer (Secretary)*
 - Zoom Recorded Sessions

4- Financial Reporting / Banking / Accounting / Budget Development

- Treasurer's Report (January Reporting): Reggie Brannan
 - *Next steps: Updated Reporting / format for next cycle*
- Account Signature Update
 - Only Board member access to funds – Read only access available to non-board members with approval
 - *URGENT: All Board Members to update signature card (can do through drive-up – request Towne Lake HOA)*
- Safe Deposit Box
 - Board member access - 2 keys (1 = Treasurer, 1 = President)
 - *All Board Members to update signature card and provide hand print for access (need to go to lobby)*

- 2020 Tax Report Generation
 - Accomplishments:
 - 2020 Tax Prep Contract signed with Pace & Co
 - 1099's Generated and mailed
 - QuickBooks file uploaded to Pace Accountant; received 1099-INT from FCB emailed
 - *Next Steps: Tax Return and P&L Review (Pace & Ingrid)*
- QuickBooks Upgrade (Funding Approved by Board 2020)
 - Multi-License "Cloud" / Online Version with Accountant Direct Access
 - *Next Steps:*
 - *Acquire Licenses – Ingrid*
 - *Upload from current version (Ingrid / Ken)*
 - *Finalize and update Chart of Accounts (Ingrid)*
 - *Transition to new version*
- 2019 P&L
 - Received from Pace
 - *Next Steps: Upload and make available to interested parties (Ingrid & Harold Potts)*
- Budget Development:
 - *Next Steps: (Board Members)*
 - *Identify, categorize and recommend prioritized committed, planned and deferred expense and capital expense items*
 - *Perform Reserve Study **
 - *Survey owners*
 - *Develop 3 year plan*
 - **Decision Request:**
 - *Based on the age of Assets & Amenities a reserve study is critical for the board to identify and plan for capital repairs / replacements*
 - *Mr. Odom has identified a software application that will support the HOA in performing the study at a cost of \$349 plus any associated tax*
 - *Mr. Odom has volunteered to assist in performing and implementing the study with this package*

5- Architectural Review Board Update

6- Towne Lake Annual Meeting

- *Next Steps:*
 - *Confirm Date (prior to end of 1st Quarter)*
 - *Agree and Confirm Zoom meeting*
 - *Brainstorm, identify, document and prepare package documents (Information, Surveys, etc.)*
 - *Mail (3 weeks prior for receipt 14 days prior)*

7- Pool Opening

- Update on meeting with Sweetwater (Barrett Lowry) and Ingrid Springer:
 - *Decision Requested:*
 - *Date to open pool*
 - *Confirm level / timing of bathroom cleaning and associated costs*
 - *Recommended – bring your own seats to minimize cleaning requirements*
 - *Agree pool admittance criteria (limit category of guests?)*
 - *Required Signage and pole hangars (See Quote attached)*

8- Website Updates

- Requested Board and Committee updates
- Preliminary meeting with Harold
 - *Next Steps:*
 - *Training to update (delete old files) and access mailboxes*
 - *Update front page information (still from 2017)*
 - *Store documents with additional tabs (Accounts Payable etc)*
 - *Upload modified Covenants*

9- Volunteer Committees

- *Next Steps:*
 - *Social Committee*
 - *Neighborhood Watch*
 - *Community Project Volunteers*

10- Neighborhood Watch

- Theft and Vandalism

11- Next Meeting