

Berry Hill Estates (BHE) Home Owners Association (HOA)
Board of Directors
Meeting Minutes - 10 May, 2018

Attending: Ron Wright (President), Karen Lund (Vice President), Lynn Kirksey (Treasurer), John Lund (secretary acting). Guests were Christina Key, Rita Andrews and William Andrews

The meeting was called to order at 6:43 pm.

Purpose of the meeting is to review regular business, discuss clubhouse management and interview with applicants for the clubhouse management position.

Three management applicants were interviewed on the scope of work for clubhouse and pool, requirements and responsibilities. Duties are generally split into three types of schedules: Reservations (random), Cleaning (weekly), and garbage cans (every Sunday). Different options for organizing services for the three types of work were discussed. The benefits of using an electronic code lock instead of physical keys were discussed, including elimination of key management, better security and user tracking, and ease of member usage after deposit. Calendar tracking of reservations and possible linkage with the BHEHOA website were discussed.

Treasurer's report and financial information was reviewed. YTD financials were reviewed for the 12-month period ending April 2018. Expenses were reviewed and noted as usual with no unexpected costs incurred. The clubhouse roof replacement was processed as an insurance claim due to previous hailstorm and leakage, saving the HOA capital repair budget significantly. Costs to repair the women's restroom due to roof water leak were as approved and covered wallboard and painting.

Projects were reviewed. The bathroom tile selected for floor repair was inspected and approved. The approved parking lot light was installed and inspected. Adding a water spigot to the meter at the neighborhood entry to provide for watering of landscape installations was approved. Paint touch-up on the front entry columns (lettering) was discussed and approved. Volunteers will be solicited to provide the labor for painting.

The meeting was adjourned at 9:20pm.