

**POLO PARK HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS MEETING  
NOVEMBER 14, 2016**

Meeting was called to order at 7:00 PM by President Peter Sampiere. The following board members were present: Jim Glynn, Dawn Bissell, Dot Dorrington, Pete Sampiere, Shirley Hosner, Marletta Frantal, and Walt Gorenflo.

**OPENING OF MEETING:** Pete opened the meeting by asking all to stand for the Pledge of Allegiance, followed by the invocation. John Scott offered the invocation.

**PRESIDENT'S REPORT - PETE**

Pete reminded everyone that this was a board meeting and not a homeowners meeting, so please no outbursts.

**SECRETARY'S REPORT - DAWN**

Dawn presented the minutes from the October 10, 2016 meeting. A **motion** was made by Marletta and seconded by Dot to accept the minutes, corrections and additions to the minutes as written. **Motion passed.**

**TREASURER'S REPORT - SHIRLEY**

Bank balance as of Sept. 30, 2016, \$103,556.72, deposits for month of Oct, \$36,998.56. Invoices paid for the month of Oct, \$21,758.87. Bank Balance October 31, 2016, \$118,796.41.

RESERVES: Money Market \$118,248.96. CD'S \$141,007.29. Total Reserves as of October 31, 2016, \$259,256.25.

We have 7 past dues over one year that total \$7,005.38 sent to lawyer with liens on the property, 7 past dues less than one year \$2,010.00 totaling \$9,015.88. 35 people not paid for last quarter dues and owe \$130 instead of \$120. Approximately 15 people owe \$10-30 who didn't pay late fees. In order to vote on January 9 all past dues have to be up to date prior tonight of January 9.

Shirley asked for approval of a paid item of \$1,650 that which was not approved by the Board but is in the treasure. In the Black policy book that everyone has it

says any non budgeted item must be approved by the majority of the Board. A **motion** was made by Dawn to approve the \$1,650 bill to be paid to the attorney and for the lease agreement, seconded by Dot. 5 Yes Votes and 2 No votes.

**Motion Passed.** Shirley did not see the \$1,650 bill before last board meeting, only \$450 bill. Walt was concerned about not seeing the bill until the last board meeting. Pete said he could not get answers from attorney in July and Shirley called in October and got answers. Dawn and Pete signed the check to pay the bill. Any 2 of the 4 authorized officers can sign checks. Shirley asked for a motion to approve of the invoices paid in October for HOA & Golf. Dawn made **motion** and Walt seconded. **Motion passed.**

### **ACTIVITIES - SHIRLEY**

Balance forward From Sept. \$24,842.18. Deposits, \$1,145.61. Invoices paid \$1,658.58. Bank Balance as of Oct., \$24,329.21. Today's balance is about \$26,000. Shirley asked for a **motion** on the paying of bills for the month of October. Motion made by Dawn and seconded by Dot. **Motion passed.**

Shirley reminded all the Activities committees that we have to get money below \$16,000 so we don't have to pay taxes again. You can donate to the HOA under your committee name but you have control over how it is spent. We have ledger to keep track of all donations & each category individually. Dawn asked how is tax determined to be charged to activity. When selling food or selling products like in the pro shop sales tax is charged. Federal government wants tax on money over \$18,000. Fed income tax charged to Veterans.

### **COMMITTEE REPORTS:**

#### **BUILDING AND GROUNDS - Jim**

Jim could not be at the meeting on Nov 7 but he has the minutes to go over. Caulking around the pool is done; front entrance curbing planting is in progress, golf cart parking, extending irrigation system (under golf).

There were ants in the Blvd clubhouse. Massey did another application to get rid of the ants. Solar pool covers were replaced, paid from Reserves. Pool chair cushions are done. Deck was painted and loose tiles repaired at Blvd CH.

Trimming of trees done. Exhaust fan at Blvd Clubhouse was repaired at a cost of \$2,500 paid from Reserve. Needed to be fixed as stove is used.

There were complaints from people about odor in the duct work. Fred turned on air equipment one at a time trying to locate the smell. There may be a problem in

the duct work with mold. The duct work has never been cleaned. This will have to be looked into quickly and taken care of.

Pete said irrigation system is being worked on. Trench has been dug and ready to put pipe in.

Pete asked for motion to get quotes to check duct work for mold. Jim made **motion** to get quotes to get duct work inspected for mold and cleaned if necessary. Seconded by Dawn. **Motion passed.**

Jim made a **motion** that \$2,500 to replace the outdated exhaust fan in Blvd clubhouse be paid from the Reserves. This is for the chemicals, not the hood itself. Seconded by Shirley. **Motion passed.**

### **ARC: DAWN**

11 requests plus 2 for next month were turned in. All 11 were approved; the last 2 will be approved next month. This should take care of a lot of Dot's letters.

Residences are looking great.

Halloween Party was great success. Lots of people went to party. Lots of costume creativity and surprises. Musical chairs was crazy and lots of fun watching. Many pizzas and cinnamon rolls donated by Cici's. If you go to Cici's please mention & thank them for the donation. Thanks to Carol and Norm for getting so many raffle gifts. So much work & time by Carol & Norm to get the raffle gifts.

### **WELCOME COMMITTEE - DAWN**

Bonnie has had business cards made up so that when they can't find the resident home, they can leave cards in door asking them contact them to set up meeting as they have a gift waiting. The cards have the name, date and phone number of whom to contact. Committee meets last Tuesday of month at Blvd Clubhouse at 10:30. They can use some help. Please come.

Dawn introduced Louise from the Office who is going to be doing Board meetings the next couple of months.

### **ACTIVITIES - SHIRLEY**

No need to cook on Tuesdays; coffee & donuts 7:30, Hot dogs 11:30, Bingo Bistro 4-6 pm. Certs meet 3rd Tuesday 6:30pm at Blvd CH, please come to the meeting. They can use help.

Fall Fling is the 16th 6:30pm. Challenger clubhouse, Craft Show & Bake Sale is Nov 19, 8-2, breakfast 7:30-9 and lunch 10:30-1. Thanksgiving tickets on sale. Nov 27 is Mom & Pop Golf.

Dec 1st is deadline for applicants to sign up for running for Polo Park Board of Directors. Dec 12 is Meet the Candidates. Dec 31 is the Poker Run 1 PM. Dec. 12 is next Board Meeting. Jan 7 is New Year First Party of the New Year.

### **RULES & REGULATIONS: DOT**

Things are looking better now that homeowners are back. Violations procedure is the 1st notice is sent, 2nd notice is sent 14 days later, 3rd notice after 30 days with their discretion is one of the following 1) HOA has taken care of the violation and charge to the owner OR 2) fine.

### **C.A.P.: MARLETTA**

The meeting in October was very short. There was an incident about a month ago. This person obviously suffering from a stroke. Please do not let anyone go home especially if they are alone. Call 911, there is a short window for treatment. Call family or their spouse or family. The person will be argumentative. Do not give aspirin or water to the person.

During the holidays break down large boxes and put in garbage can so people don't know you have new items in your house to steal.

### **GOLF: WALT**

Bank balance 9/30/16 \$10,823.25, deposits Oct \$8,676.90, invoices paid Oct \$10,292.53, bank balance 10-31 \$9,207.62. We have had 2 golf carts fail in Oct. They are now repaired #11 & #12 and are operational & now operational. I will continue to repair or get help for those in need of repair.

We are presently seeding with winter rye and should be completed this week. All carts should stay on the cart paths for at least two weeks to permit the growth of grass. Volunteers are proceeding to repair 3 tee boxes 7,8, 9 Ladies red t's only. Soyza Turf is being added starting Wed. The golf course is now open from 7 AM to 5 PM 7 days a week and various activity tickets will be for sale at the pro shop. We are still replacing sprinkler heads and adjusting their areas of spraying. Walt is working with John Kennedy to give you a proposed date for completion of all facets required to give you the optimum golf course, from finances we have available.

Shirley asked folks to pay their memberships when due. Carol is trying to catch members in the pro shop playing and not paying before they golf. This is cheating all of us. Memberships are coming in so funds are getting stronger. Grass seed was just put down and leaves will be vacuumed up later.

## **OLD BUSINESS**

Credit Card Machine - Blue Dog has given us a quote but we need more comparisons. Someday it will be required to have the new chip machine. We will postpone making a decision until we have all the facts on the chip machine.

## **NEW BUSINESS**

A. Policy statement Board of Directors - Shirley stated the policy book which was set up/written in 2004 was good when the park first started and was used as a guide line for the Board of Directors. Nothing has been done in 12 years and it is suggested some things need to be tweaked or changed today's needs.

Policy #2 Non budgeted expenditures between \$1,000-\$3,000 needs majority approval by the Board.

Policy #3 The physical responsibility of getting 3 bids. Getting 3 bids is not always possible. When this happens if it is written up explaining the business, who was sent a bid request and who responded, three bids will not be necessary.

Policy #6 Golf cart owners need to register their golf carts in the pro-shop and get numbers to place on their golf carts. This is important in case of an emergency to contact the owner.

Policy #9 Activities with outside person that get paid must get Board approval. Shirley stated that the residents own the clubhouse and have the right to have outside person come in for an activity like yoga, painting, etc. as long as the Board approves the activity. This policy will be reworded.

Shirley explained that no more than three directors can be together at a time as it then is considered a meeting.

B. Vote on raising prices in pro shop (soda, water, & Gatorade) - A **motion** was made by Walt (after a golf committee meeting) to allow the pro shop to raise the price of water, soda and Gatorade 25 cents. Soda and water will now cost \$1.25 and Gatorade will cost \$1.75. Seconded by Pete. **Motion Passed.**

C. Vote on Dumpster - Jim made a **motion** to purchase a dumpster, an 8 cubic yards container for ground waste used primarily for the golf course for leaves, grass, tree trimming, etc. with \$125 delivery fee, 2-4 pickups allowed a month and a monthly cost of \$199.00. Seconded by Marletta. **Motion passed.** This is not for use by the homeowners. The HOA will now pay the monthly cost, not golf. The old dumpster will be removed saving \$76 a month.

**MOTION TO ADJOURN:**

A **motion** was made by Jim to adjourn the meeting. Seconded by Marletta.  
**Motion passed.** Meeting adjourned 8:00 PM.

**COMMENTS FROM RESIDENTS:**

Chris Stephens, co-chairperson with Ken Stephens of the Election Committee reminded everyone 3 candidate positions are available on the Board. The deadline to hand in your application and resume to run for the Board of Directors is December 1 at 1:00 PM. Four resumes to date have been handed in. Volunteers for the election committee are needed. Jobs for the volunteers include an orientation meeting, setting up room for election, and registering people to vote. In order to vote homeowners must have HOA dues current including paying of any late fees, photo ID, only 1 vote per household. Follow instructions in the mailing packet and signature is required or ballot is invalid. Please contact Chris or Ken for Candidate forms.

Carol stated that even if a resident has not put their name on the sign-up sheet to speak at the Board meeting, they should still have the right to speak.

Emma said thank you to everyone that came out for the Poker Run on the golf course. It was a success and makes money.

She was concerned and glad to hear that there is a record of Board Meeting minutes and they are recorded.

Ken Franklin said only one director was at the Halloween Party. They should take a part in activities.

Shirley explained there are consequences for a homeowner in not using licensed contractors. If someone is hurt you are responsible for paying workers comp if someone is hurt, injuries, Social Security & Fed Income Tax.