



## **SANDY BRAE HOMEOWNERS ASSOCIATION**

### **BOARD OF DIRECTORS MEETING**

**August 20, 2024 5:30pm-7pm**

### **MINUTES**

#### **ATTENDEES**

Marty McDonnell  
John R Kelly  
Lisa George  
Jessica Harrison  
Helena Hannah

Call the meeting to order.5:26PM

Approval of the July minutes – Helena made a motion to approve the July 24 minutes, Jessica seconded, the motion passed

President remarks – Thank you for patience with the transition from our old board to the new.

#### **Treasurer Report**

1. Present July financials – Jessica made a motion to approve the July financial reports, Helena seconded, motion passed.
2. Update on any unpaid 2024 dues and fines. Board was waiting on legal fees update from attorney. A motion was made by Jessica to waive additional legal fees, Helena seconded, the motion passed.
3. Update on attorney dealings with residents - The court date has been moved to Oct 2; the board is waiting for response from resident.

#### **Old Business**

- Discussion on the July drive around. Miscellaneous issues discussed and resident will be contacted regarding violations.
- Discussion on outstanding violations - The fine letters will be sent out for two residents.
- Discussion on court case - The court case has been delayed until Oct 2, Kathy will attend court Zoom call.
- Update on houses sold – One house still on the market.
- Submission from the new Board of Board Agreement Form for 2024-2025 - Complete
- Discussion on file cabinet removal - Complete
- Set up new Board meetings with attorney, insurance company, Techno Goober, and printcaost2coast. Marty will meet with insurance agent and other vendors.
- School supply update – Lisa and Jessica will pick up the donations on Aug 22.
- Status of transfer of Treasurer responsibilities to Jessica- Jessica is working with Joanne on the transition.

#### **New Business**

- Next Newsletter end of September; discuss procedure with Lisa – Newsletter is being prepared and will be sent for approval.
- Discussion on donation from the board for the school supply drive- Helena made a motion to donate \$50 in school supplies for the school supply drive, Marty seconded, the motion passed.
- Dog incident. Discuss adding to Newsletter and website content. – There have been several incidents with unleashed dogs. The matter will be addressed in the newsletter.
- Discuss duplicating all pertinent HOA documents to secure Google Drive. Jessica made a motion to replicate documents to Google drive for ease of access for the board, John seconded, the motion passed.

- Discuss looking into the feasibility setting up email addresses for HOA board- John made a motion to set up generic emails for board members, Jessica seconded, the motion passed. Marty will research and present to board for final approval.
- Fall Yard Sale – Lisa – The flyer has been drafted up and Lisa will send for approval
- Discussion of snow removal and landscaping contracts Jessica is working on contacting vendors for snow and landscaping for 2024 and 2025.

#### **Violations**

**None**

#### **AR**

- 18364 Pine Lane – install fence
- 34122 Mulberry Lane – garage door installation. Kathy had spoken to the resident. I received the AR form on 7/18/2024.
- 34084 Mulberry Lane – Landscaping
- 34020 Mulberry Land – Generator installation
- 34287 Postal - Pool

**Resident Comments:** Request form resident for contact information. Landscaping incident related to common area on Plantation Rd. Resident complaint regarding dog waste. Resident inquiry regarding installation of generator

**Adjourn:6:58 PM**