



**Minutes of the Board of Directors Meeting
April 10, 2018**

The CCIA Board of Directors meeting was held at the offices of Don Langston, 5016 Champions Drive on Tuesday, April 10, 2018. The following members were present: President Don Langston, Vice President Hunter Haglund, Secretary Terra Fidone, members - John McCoy, Gil Masters, Ann Byrd, Buford Abeltd, Robert Telford, Jim Cumbie and Manager Jeff Portwood. Guests included: Richard Kenley, Stephen Webb, Stephen Parks and Bryan Alston.

QUORUM:

A quorum of the CCIA board members were present. President Langston called the meeting to order at 6:30 pm.

I. OLD BUSINESS:

1. Minutes from the March 6, 2018 meeting were presented for approval. Robert made a motion to approve and Buford seconded. Minutes were unanimously approved.

II. NEW BUSINESS:

2. President Langston welcomed guests to the CCIA Board meeting. Jeff presented the swimming pool vote report from the accounting firm of Alexander, Lankford and Hiers, Inc. The vote was as follows: 266 ballots or 53.96% of the voters in favor of keeping the swimming pool and 204 ballots or 41.38% of the voters not in favor of keeping the swimming pool. The remaining 23 ballots were not filed within the published deadline and therefore, were classified as abstaining votes.
3. In consideration of these results, President Langston said he believes the pool should open on time for the regular season of Memorial Day to Labor Day. He also suggested that the Board hire a structural engineer to evaluate pool structure and condition, as well as make recommendations for necessary repairs.

Action Item: Buford made the motion to hire an engineer to assess the pool and Gil seconded the motion. Motion carried unanimously.

4. Jeff reported that 2 to 3 recreational attendants would need to be hired to cover the 9 am to 10 pm pool hours. He suggested the pay scale to be between \$8 - \$10/hour. Jeff stated they would also be responsible for monitoring the tennis courts. Terra suggested that a job description and job duties be written. Jeff concurred and will draft these documents.

Action Item: Buford made the motion to authorize Jeff to advertise for 2 to 3 recreational attendants at \$8 - \$10/hour using his discretion as to whom to hire and to set hourly pay within stated parameters. Terra seconded motion. Motion carried unanimously.

5. The board discussed other issues regarding management of the pool including an ID system, party policy, pool hours and allowing rental property tenants usage of the facility. It was determined that Jeff needed to research other comparable HOA communities to get ideas about how they govern and regulate their pools.

Action Item: Ann motioned that after completing his research, Jeff should draft a pool policy manual for the board to consider. These policies would address the issues of pool hours, regulating who uses the pool, job duties of attendants, pool safety rules, and guest and party policies. Buford seconded the motion and it passed with no dissensions.

MANAGER'S REPORT:

6. Financials:

Jeff presented the financials as follows:

- SouthSide Bank – Operating Funds Balance as of 3/31/2018 - \$248,003.40.
- BBVA Compass – Reserve Fund Balance as of 3/31/2018
\$104,095.63.
- Remaining Receivables for 2018: \$35,728.00

Action Item: Robert motioned to accept the financial report. Ann seconded the motion. Motion passed unanimously.

7. Administrative report:

Jeff reported the following on-going and completed tasks to the board:

- New office equipment and furnishings will be purchase this month. Items to be purchased are listed in last month's minutes.
- POA data base continues to grow with more HOA members' email addresses being added.
- CClA website has been updated and new pictures added.
- Manager@lufkincrowncolony.com is the new CClA Manager's email address.
- Continuing to shred old files and clean up office.
- Researching HOA specific software in order to improve efficiencies and improve business practices.
- Canceled Pitney Bowes stamp machine.
- Working toward going paperless as possible by using PDF electronic filing.
- Cutting printing costs by handling printing in-house.
- The pool is being cleaned and appropriate chemical levels being added and monitored as needed.
- Landscaping improvements at entrances will be addressed this month with Geno.

Office Lease:

Jeff recommended to extend the lease with JKTV for 6 months until other office space can be secured. The rent remains the same at \$350/month and \$40/month for Wi-Fi.

Action Item: Robert made a motion to extend the JKTV lease for another 6 months. Buford seconded the motion and all members voted in favor of motion.

Security Contract:

Jeff reported he met with Kevin of CSI to discuss the request for increase in their contract. He reported that CSI contract has not been increase since 2011. Jeff is proposing a 3-year contract starting in November to include a 10% increase each year during the term. The contract CSI will continue to include CSI providing a car, gas and uniform for officers. John suggested that by having security cameras at entrances and signage notifying public of these cameras may add an additional layer of security.

Terra recommended that any surveillance signage should include up-lighting to be visible at night. She was also concerned about the lack of lighting at the College Drive side entrance. Jeff said he will investigate security cameras packages and pricing for entrances and recreational area. He also will contact the city about replacing lights with LED bulbs at entrances.

A decision regarding the CSI security contract was tabled a future meeting.

III. OPEN DISCUSSION:

8. Richard Kenley, homeowner and guest thanked the board for their work.

Stephen Parks, homeowner and guest asked the board to consider a host of diverse opinions and to be open to listening to those opinions.

Robert said that the Board has in the past and will continue to welcome all homeowners' input on issues and ways to improve our community. Don agreed with Robert but said that he preferred not to have homeowners discuss HOA issues on a social media platform.

The next CCIA Board of Directors' meeting date is scheduled for Tuesday, May 8, 6:30 pm at 5016 Champions Drive.

Don adjourned the meeting at 8:01 pm.

Respectfully submitted,
Terra Fidone, CCIA Secretary, Board of Directors