

**LAKE CREST HOMEOWNERS ASSOCIATION MEETING**  
**February 4, 2019**

Minutes of the Home Owners Association Meeting of the Lake Crest Homeowners Association, Hoover, Alabama, held at Hoover, in Neighborhood Clubhouse, Alabama at 7:00 p.m. on the 4<sup>th</sup> day of February 2019.

**I. CALL TO ORDER**

Board Member Becky Hestley called the meeting to order at 7:01 pm.

**II. ROLL CALL OF OFFICERS**

Present: Felecia Brewer, David Buchanan, Anita Frederick, Becky Hestley, Karin Hill, Scott Kopf, Kristen Osborne, and David Walls

Also Present: Jody Northcutt LCHOA Property Manager

**III. SECRETARY REPORT**

**Anita Frederick-** We are offering tonight's meeting via Facebook Live for those who wish to stream it or ask questions.

Minutes will be available 4-5 business days after meetings, not to exceed 7 business days.

Nikki Majewski is our Homeowner Moderator for Facebook and Next Door.

We will be continuing to improve our communications and marketing as we begin to assemble and grow our committees.

Personal Addendum- It was inappropriately reported in the 1/24/2019 minutes that the HOA dues were increased from \$550 to \$600 in 2016 it was actually increased in 2017. I apologize for the error in reporting.

**IV. FINANCIAL UPDATES**

**Kristen Osborne-** A. Introduced Guest Speaker, Marty Brown CPA from Till, Hester, Ire and Brown, to explain the differences in a Financial Audit and an Agreed Upon Procedures Engagement and which option might benefit our Neighborhood the most.

1. Audits- Are very expensive and large in scope (the same procedures have to be used for a large fortune 500 company that is used for a smaller entity such as an HOA a sample cost for an Audit is anywhere from 6-8,000 but might not provide all of the answers that the HOA is looking to solve. If as you are working through an agreed upon procedure you see there are enough concerning elements you need to change the scope of work you can change to an Audit and not necessarily have to re-do all of the work involved. It is Mr. Brown's recommendation that we seek an Agreed Upon Procedures Engagement.
2. Agreed Upon Procedures- Can have a specific scope of work that is appropriate for our HOA it would allow for us to get answers to specific questions (such as finances, appropriate deposit of money and other concerns) for less money 1-1,5000 dollars. It is important to realize with this approach we can determine the scope of the work and can be fluid as the Procedures are being looked in to.
3. Mr. Brown suggests we move forward with this approach versus an Audit and if we have additional questions he is happy to answer them for us. If there are specific questions please address those to the HOA e-mail and we will get them forwarded to Mr. Brown.

**B. Kristen and Jody-** Reported that the books are closed out and reports have been reconciled and provided to the Board for their review. The Budget Sheet and Balance Sheet are provided for Homeowner review this evening.

1. There was a question of large expense of irrigation on the line items, Jody answered that back flow prevention testing must be done as a part of compliance with Birmingham Water Works and that those tests are due the beginning of the year and would explain the increase in irrigation expenses.

2. Kristen explained that there are some long-term goals in place for she and Jody to complete in regards to our HOA Finances making improvements where possible and being able to streamline information to the neighborhood at large. This includes moving some accounts as necessary to higher yielding accounts as well as continuing to look at the reserve, budget and other items monthly and more to ensure they are properly in line and report on such. There was

also discussion for the implementation of budget approval by the homeowners at the annual meeting so that moving forward those will be pre-set on a year-to-year basis.

3. Jody spoke on the fact that HOA dues were sent out on January 1<sup>st</sup> and due on the 31<sup>st</sup>. Notices will go out in the next week for homeowners who still need to pay. There was a question of liens currently there are 3 and we are about to add 1 additional home to the list making a total of 4 liens in the neighborhood.

4. Kristen spoke that we might look at using a different collections attorney and that will be on a future board meeting agenda for discussion.

5. There are approximately 40 to 50 renters in the neighborhood this includes the Townhomes making up the majority of renters. It was clarified if renting it is the Homeowners Responsibility to pay any HOA Dues not the renter (unless agreed upon differently in their specific rental agreement) it is also important to not failure to pay by the Homeowner would result in the lien being placed on the property in the Homeowners name not the Renters.

6. Kristen gave an update on the Lake Dredging Project. We are looking to take the information from the CAI lake management luncheon and looking to contact 2 vendors to give us an assessment and report for feasibility and scope of the dredging project. Southern Pond said they would come and speak with the opinion and report results at our April Meeting. We are trying to be responsible in the decision of whether to move forward with this project or not and felt that additional quotes, reports, etc. was the most appropriate way to make that happen.

## **V. PROJECT APPROVALS**

As a reminder the following Projects were approved by the 2018 board, were examined again by the 2019 board and the results of that are as follows: (these were previously reported in 1/24/19 minutes)

1. Club House Interior Painting- It has been 3 years since the clubhouse was last painted. It was proposed and budgeted for the project to be completed this year. This was the information contained in our review of that proposal- Estimate was given October 18,2018 from Painting by Dave for \$1,101.95 to include both labor and materials to re-paint the Clubhouse interior walls in the Meeting Room, Bathroom and Kitchen areas and to paint the Baseboards and the Exterior front door. The proposed paint color was Sherwin Williams #7043 Worldly Gray. It was moved by David Walls and Seconded by Karin Hill that this project be approved the vote of the board was a unanimous approval (Note: As David Buchanan is to be the provider of this service he abstained from voting for its necessity and appropriateness, also of note he provided this quote prior to his appointment to the HOA Board.) Project is set to begin after the February 4<sup>th</sup> Homeowners Meeting.
2. Landscaping at Clubhouse- It was proposed that the landscaping of the small sign at the Clubhouse be re-worked to remove the deteriorating Indian Hawthorne Plants and replace them with more sustainable and attractive azalea option. It was also proposed that the annual flower bed be enlarged and replanted with seasonal color as well as the pine straw and mulch be replaced for the coming season. Estimate for this work was received on October 22,2018 by Outdoor Living Areas Inc. for a total of \$835.00 This was motioned for approval by David Walls, seconded by Kristen Osborne and unanimously approved by the board.
3. Signage Pressure Washing- It was proposed that the 5127 Lake Crest Circle Sitting Area as well as the 581 Lake Crest Drive Main Entrance Sign be pressure washed and cleaned for aesthetic purposes. An estimate was given by Vulcan Cleaning Company on October 8,2018 for the above listed work of \$200.00 at that time the previous Board approved an additional \$300.00 for this project so that additional

signs could be cleaned as it was noted there were more in the neighborhood that needed improvement. The current board discussed the total amount of \$500.00 and decided that it would be prudent to add up to 3 additional signs to that list one being located in the Arbors and the others to be inspected by each board member and recommendations to be made with majority vote allowing for the addition to the list. David Walls motioned for this to be approved Felecia Brewer seconded and the board unanimously approved it.

4. Gazebo Repair- It was proposed that the Gazebo receive a new roof and shingles on 10x14 existing structure. The quote from Birmingham Fast Repair was given on October 26,2018 for a total amount of \$1,400.00 this was to tear off the current cedar shingles and replace with new cedar shake shingles. The current board reviewed the limited nature of this quote and noted that some additional items might need repaired on the Gazebo and decided that it was prudent to ask for an additional set of quotes from 2 more vendors and approve the best quote for scope of work as well as fiscal responsibility. Jody is to set about getting these quotes and we will review and choose the appropriate bid once they are obtained and presented to us. We will update the neighborhood at large with the details surrounding this once it has been completed.
5. Installation of Handicap Access Ramp for the Lake- It was proposed to install a wheelchair access ramp on the lake bridge at Trumpet Circle. A quote was received on October 22,2018 by Outdoor Living Areas Inc. to do the installation of a concrete ramp at the trumpet circle bridge for \$390.00. It was motioned by Scott Kopf that we look at also adding access at the lake entrance by the pool pavilion/parking lot for future access in that area as well. It was agreed unanimously by the board to approve and proceed with the installation of the ramp on the Trumpet Circle Bridge and to also look at the future cost and capability of adding access on the Pool Pavilion/Parking Lot side in the future. Project will begin as soon as weather permits.
6. Replacing Clubhouse Chairs- It was proposed to change out the current chairs used for Clubhouse events (grey fabric chairs) with new plastic stackable chairs from Sam's. The Clubhouse has not purchased new chairs since Awtrety provided these grey chairs and with wear and tear and time they are beginning to look tattered and worn. It was suggested that the replacement chairs be a black plastic and metal stackable chair at a price of \$26.98 per chair. It was proposed that we buy 20 chairs (same as current number of chairs available at the club house) and that the current chairs be donated to the Junior League of Birmingham's Bargain Carousel that is housed in the old Winn-Dixie building 5201 Princeton Way Hoover AL 35226. This was motioned for approval by David Walls and seconded by David Buchanan and approved unanimously by the board.
7. Replacement of Pool Cleaner- It was proposed to replace the previous pool cleaner that was struck by lightning with a Polaris P965IQ pool cleaner. This pool cleaner would be provided by Leslie's Pools and the cost would be \$1,524.99. This piece of equipment is used for daily pool maintenance and helps to keep the pool clean. This was motioned by Karin Hill and seconded by David Walls and unanimously approved by the board.
8. Restock Shad for Lake and Lake Dredging Project- It was proposed that the Shad be re-stocked in the lake and that the lake be dredged. We discussed the current proposal for dredging and decided that as there was not a feasibility study to support the necessity of the dredge and we only had one opinion and proposed quote from Southeastern Pond that Jody and Kristen would work together to contact additional

lake services vendors and the topic of necessity to dredge will be revisited once there is more information to either support or disprove the need as well as give us reports and quotes that can be shared with the neighborhood at large. As we feel the dredging project needs an answer prior to re-stocking the shad it was also decided to approve that project for Spring 2019 once we have decided on the lake dredging.

9. Financial Audit- It was proposed by Kristen that in response to the request for more financial transparency that we have a speaker come to our February 4<sup>th</sup> meeting to explain the differences between a Financial Audit, Reserve Study, Financial Review, and Agreed Upon Procedures and what of those would give the clearest picture of our financial state as an HOA. If available Marty Brown CPA will come on February 4<sup>th</sup> to address the neighborhood in regard to what type of Financial Review might be best suited for our needs. It was also decided that for the February 4<sup>th</sup> meeting Jody would have a breakdown of all major projects and repairs in the neighborhood for the period of 2014-Present. Also, there will be financial reports available for review for the same time period. As a reminder the current dues are set at \$600 and have been that price since 2017. We have agreed as a board that at the conclusion of the 2019 fiscal year continue to look at the validity of the cost and make improvements where we can.
10. Website Improvements- David Walls will be meeting with a website developer on Thursday to discuss updating our neighborhood website. These updates would potentially include- making the site mobile friendly, securing the website, adding survey links, refreshing and revamping the look and photos on the page, and any other options for modernization. Will report back with quote and what is included at the time that the developer provides it.
11. Hiring a new HOA Attorney- It was proposed at the last meeting that we look for a new representation of legal counsel for the HOA. We discussed tonight that we don't currently pay any retainer and have no other fees being charged at this time, so we are going to table the suggestion of hiring new council until the need for legal representation or work occurs in the future and we will revisit the topic at that time.
12. HOA Meetings- Currently we have 6 meetings the next being Monday, February 4<sup>th</sup> at 7:00 PM. It was discussed the validity of having 6 meetings vs Quarterly meetings and it was decided that 6 meetings seem like the appropriate amount and the dates of those will be published in the upcoming weeks. The issue of Board meetings being open to the public outside of during sensitive topics was raised and it was decided that we will revisit that after the February 4<sup>th</sup> meeting.
13. Committees- It was discussed that we would like to take a look at existing committees and make any additions for these and announce them to the homeowners at large for participation interest after the February 4<sup>th</sup> meeting.

- VI. ARC REPORT**- Rebecca Turner reported that at their meeting on the 29<sup>th</sup> of January the ARC had elected Co-Chairs for the 2019 year: **she and Elaine Mizzell** are sharing those responsibilities. They did meet again to finish their business on the 30<sup>th</sup> of January. These meetings are posted and open to residents of the neighborhood who have interest to attend. Their Next meeting will be April 29<sup>th</sup> at 7:00 PM at the Clubhouse. They have set new Goals to return requests to Homeowners in 5-7 business days even though the form currently says 30 days. In order to achieve this they ask Homeowners to please supply as much supporting documentation that they can with their requests, IE: paint chips,

photographs, any samples etc. This will speed up the approval or denial time immensely. They also want to remind that request forms should be utilized for projects as small as trim painting or cutting trees, painting doors, etc. to additions of major landscaping or additions of major structures, etc. Soon they will be sending a Spring Refresh Reminder Letters to Residents as well as an inclusion that if you have completed a project on your home before submitting a request the ARC would ask you to send in a form for that Work. It is important to remember to get permission prior to starting a project as getting variance approval after the fact can result in you having to change what you have done to your home or landscaping. It was asked and answered that in this Refresh letter they will also include contact information for the people who help with Mailbox work if you choose to utilize their services. This can also be posted on the HOA Facebook page so that people can refer back if the need arises. She also reminded everyone to be courteous of neighbors pick up any dog poop or trash and be mindful of others property.

### New Business

- A. Resident Concern was voiced for bathroom access on the playgrounds during the non-pool months. This was agreed to be discussed and find a suitable solution by the Board.
- B. Resident Concern was voiced for the proposition of Open Board Meetings. It was discussed that the community would like involvement for major discussion and what items are to be voted on and when. This was acknowledged by the Board and was communicated that we were going to be voting on this at our meeting following the HOA meeting on 2/4.
- C. Resident Concern for Transparency Issues, it was requested that we post dates for any and all future Board/HOA meetings, it was acknowledged by the Board and we were to discuss that at our meeting on 2/4.
- D. Resident voiced concern for the type and amount of bids for projects. The board acknowledged this concern and reassured residents that we are attempting to be as fair and transparent as possible in our discussions as well as provision of information to the Homeowners at large.
- E. Information was provided that we were planning to upgrade the HOA website and with that update we will be able to have a page that provides even more transparency and inclusiveness for Homeowners to be able to utilize other ways of keeping involved with meeting dates, minutes, etc.
- F. It was reiterated that as a Board we are looking to make things cohesive and well run for the majority of Lake Crest Homeowners. A management company would not necessarily create this same type of environment and as a board we hope to continue to prove that we are working hard for the neighborhood and have your best interest at the forefront of our minds.
- G. Resident asked how she could join the Neighborhood Page and Jody was going to give that information after the meeting. Also, we are working on the idea of a Welcome Committee and Welcome Bags that would provide just such information after closing on your new home in Lake Crest. More Information will come on that in the coming months.
- H. **Felecia Brewer**- Discussed the need for residents to be considerate of others in regards to picking up after their pets as it is important for all the houses in the neighborhood as well as common areas. She also discussed the complaints of aggressive dogs near Trumpet Circle. Reminded residents it is always OK to call either the City of Hoover or Animal Control to come out for these situations. She also discussed Parking and it was addressed that as the City is technically in control of our streets since we are not a gated community there isn't much

we can do as an HOA other than ask someone to move their car and or call the non-emergency Hoover Police number and ask them to come and take a look at the problem as it is happening. As a board we are aware that parking on Flag and Trumpet Circles is of singular concern and we will continue to look at ways to help bolster better adherence to not parking on the street and utilizing your garage or own driveway for cars and guest cars.

David Walls made a motion to adjourn the meeting at 8:22 PM.

Next meeting will be HOA meeting April 9,2019 at 7:00 PM at the Clubhouse.