

Carter Plantation Community Association

Board Meeting Minutes

November 17, 2009

I. Call to order

Sharon Lietzke, co-chair, called to order the regular meeting of the CPCA Board of Directors at 6:00 PM on November 17, 2009 at 23855 Monarch Point, Springfield, LA

II. Roll call

Sharon Lietzke conducted a roll call. The following persons were present: Sharon Lietzke, Kent Gerhardt, David Irwin, Maurice Welsh. Absent were Jim Adair and Dana Feneck. Quorum was made.

III. Approval of minutes

October 22, 2009 Board Meeting - Reviewed and approved.

November 4 Membership Meeting – Reviewed and approved.

IV. New Business

- A. Maurice Welsh was sworn in as newly Elected position on the board.
- B. A motion was made by Kent to appoint Sharon to the board as Secretary/Treasurer. Motion accepted by other board members. Sharon accepted the Secretary/Treasurer position.
- C. A motion was accepted to correct typos in the Amendments to Protective Covenants and Restrictions (PC&Rs). Sharon will record Amendments to By-Laws and PC&Rs with Livingston Parish.
- D. New Officer Election: A recommendation for officers was discussed and due to Board member turnover it was agreed upon that the following would be the officers:
President/Chairman of the Board – David Irwin
Vice-President – Maurice Welsh
Secretary Treasurer – Sharon Lietzke
Director – Kent Gerhardt
Director – Dana Feneck
Director – Jim Adair
- E. Commendation: Maurice Welsh noted that Sharon Lietzke has provided great service for the community and how the property owners trust her interests and actions for Carter Plantation. Board unanimously supported the commendation.
- F. 2008/2009 Financials – Concerns for 2009 actual spending were discussed. A phone call to Clyde Trevathan, CPA was made to clarify a few questions/concerns:
 - o Income for 2009 was distorted because bills were sent out early and the monies for 2009 were actually recorded in 2008.
 - o The checks made out to Cash were to pay back what CPCA owed CP Land
 - o There was no obvious fraud committed.
 - o \$ 12,000 in the hole – previous claims by CP Land
 - o Motion accepted to have no more payments to CP Land.End of phone call with Clyde.
- G. Checking account – The income and expenses were discussed and status of checking account. It was approved to pay:
 - o Clyde Trevathan \$1600 – Dues for accounting services
 - o Sharon Lietzke \$974.21 – Reimbursement for copying and mailing expenses
 - o Returning a construction deposit was tabled due to ARB research in progress.
- H. David and Maurice will be added for check signing authority on the checking account.

- I. A motion was accepted to open a savings account for holding ARB construction deposits. Sharon will take the action to open the account. Two (2) signatures will be required.
- J. A motion was accepted for all contracts made with CPCA to have two (2) signatures. David has action to write and review all contracts for services such as Mowing, Landscape Beds, Pool etc.
- K. 2010 Budget – A review of the budget that was handed out at the Nov. 4 membership meeting was discussed:
 - “IF” everyone pays we should be able to meet budget
 - Security Services will be adjusted for 4-5 nights a week starting in March
 - Pool – discussion about recommendation for 7 days a week maintenance was probably too much. Sharon to talk to Leo Grace about what daily/weekly minimum maintenance is needed for “closed” pool. Once the CDD takes over the common area maintenance in 2011, the big expense of the pool leak will be fixed.
 - Villa pool usage – many ideas were brought to the table on how to handle the villa guests using the pool. A motion to charge \$2,500 per Villa was accepted. A concern of CPCA getting into a collection problem was mentioned and it was decided that the payment will be handled in one lump sum from Villa owners or \$22,500. Motion accepted.
 - Kent will write formal proposal to Villa representative and owner Brian DePaula. Maurice will deliver proposal.
 - Maintenance Items – Proposals for Landscape beds, mowing, road-sweeping, pool were discussed. David and Sharon will update scope documents and re-submit to bidding companies.
 - Broken Front Gate Window – Lowest bid to replace all 3 windows is \$1200.
 - Director and Owner Insurance – Sharon to take action on gathering quotes.
 - Kent to submit 2010 budget to CP Land for approval.
- L. Accounts with past due fees within 10 days. Sharon to take action of sending certified demand letters.
- M. Previous CP Land Agreements with multi-lot owners. Sharon to take action of talking to legal representation for after December 9, 2009 foreclosure.
- N. Management Company – reviewed attachment from RealManage. Tabled due to limited funds.

V. Other

- A. Carter Plantation will be looking to improve the reputation throughout Springfield and neighboring communities; HeadStart and local businesses
- B. Landscape Committee – David and Sharon to finalize scope document and get a couple of property owners involved with making sure the selected Landscape company is meeting expectations beds and mowing.
- C. Social Committee – Susan Calamia has offered to chair and get other property owners involved.
- D. Historic Carter Plantation House – Sharyn Lobell will chair and get other property owners involved.
- E. Golf Course – “adopt a hole landscaping” Maurice will chair and get other property owners, Golf Superintendent and Golf Pro involved.

VI. Adjournment

- A. Kent Gerhardt adjourned the meeting at 10:00 PM
Minutes submitted by: Sharon Lietzke