

Carter Plantation Community Association
Board Meeting Minutes
March 16, 2011

I. Call to order

Maurice Welsh, President, called to order the meeting of the CPCA Board of Directors at 6:00 PM on March 16, 2011 at 24196 Snowy Egret Cove, Springfield, LA

II. Roll Call

Maurice Welsh conducted roll call. The following persons were present: Terry Lobell, Maurice Welsh, Amber Landry, Sharon Lietzke, Melanie Irwin, John Mundinger. Absent: Clark Ellis, David Irwin. Quorum met

III. Old Business

- a. Motion passed to approve February 8 Board Meeting Minutes.
- b. Maurice spoke to Andy about 2 Golf Play Passes, one for Leo Grace and maintaining the community pool and the other for Clyde Trevathan, CPA, Sharon to talk to Clyde about play pass expiration.

IV. New Business

- a. Discussion/follow up on violations and process.
 - i. Sharon spoke to Justice of Peace for Small Claims process:
 1. Send certified/returned letter with total balance due, giving 10 days to pay
 2. After 10 days, call JP to start small claims suit - \$80 each, maximum collection is \$5000. If amount owed is greater than 5000 then certified/returned letter still shows total.
 3. Court date will be set in approximately 15 days
 4. At court, JP hears both sides and makes decision
 5. If favor of CPCA, judgment is placed on property owner
 6. Judgment will need to be recorded with parish if CPCA goes further with payment request. i.e. garnish wages.
 - ii. John to send correspondence to owners of #96, #97 and 2B giving them final warning about landscape issues and notifying owners that if non-compliance continues, extra fees will be added to accounts and status will be changed to "not in good standing". Motion passed for John to send letter to CPCA with recommendation on violation fine discussed.
 - iii. Sharon to talk to Jennifer Drude about #25 and give them final "nice" warning about landscape violation.
 - iv. Lot 165 motion passed to start small claims process for past due amount on CPCA dues. Maurice will be out of town the first week of May. Will file same time as 8A small claims process.
 - v. Lot 8A – 2 violation fines currently in place for improper mailbox and condition of landscape. Property owner is also past due on CPCA dues from 2010 and 2011. Motion passed for Sharon to send certified/returned letter with total owed to CPCA giving the property owner 10 days to pay. Once 10 days has passed, small claims process will begin.
 - vi. Melanie is attempting to keep Violation Worksheet updated. Melanie needs to be copied on all emails that pertain to violations.
 - vii. Discussion about Fairway Gardens and lack of property owner feedback from Board proposal to improve landscape in that area. CPCA funds will not be used to maintain the mowing/edging/street sweeping in Fairway Gardens area. Speaking to bank owners about coming into PC&Rs has been tabled until June, 2011.
- b. Financials/Member dues
 - i. Sharon gave update on checkbook status – 92% of 2011 budget has been received.
 - ii. Receipt of Villa 2011 dues – 7 out of 9 have paid. Villa's 5 & 7 will have use of community pool once pool opens in May.
 - iii. Maurice and Ricky Juban to meet with multi lot owner CP about bringing 22 properties into PC&Rs. Sharon to send lot information to Maurice, Melanie to get copy of proposed agreement with FW-G property owners.
 - iv. David sent follow up email to JM Construction multi lot owner about previous dues agreement. Demand letter prompted correspondence from multi lot owner. Melanie to send copies of previous correspondence to property owner to Maurice for drafting letter.
 - v. Meeting with new owner of vacant real estate and bringing properties into PC&Rs has been postponed. David to follow up on meeting.
 - vi. Motion passed for Maintenance Reminder letter to all lot owners. Sharon will send via database auto send program.

golf tournament – May 9, 2011, Sharon to send email from CPCA to all property owners and previous participants of golf tournament. Purple shirts have been chosen and Bercen, Inc has already donated golf balls and other gifts for participants/contributors. Attempting to get “green” grocery bags to hold gifts/t-shirts. Amber to talk to Winn Dixie for contribution of bags.

d. **Maintenance**

- i. Coyt has finished trimming and mulching around Front entrance and Snowy Egret. Pool landscape cleanup will start in and completed before pool opens in May.
- ii. Motion passed for FH&L Curb Appeal to clean up Panther Road and begin maintaining 20’ back.
- iii. Motion passed to use portion of decorations budget for Flag Banners.

V. **Other**

- i. Next CPCA Board meeting with Membership will be Wednesday, April 13, 2011 at Plantation Dining Room. Sharon to reserve through Missy
- ii. CDD Meeting – April 4, 2011 5:30 PM in Carter House
 1. On agenda: additional street signs, generator for water supply and infrastructure repair.

VI. **Meeting Adjournment**

- a. Maurice Welsh adjourned the meeting
 - i. Minutes submitted by Sharon Lietzke