

Carter Plantation Community Association
Board of Directors Meeting Minutes
December 19, 2012

Call to order:

Maurice Welsh, President called to order the meeting of the CPCA Board of Directors at 24196 Snowy Egret Cove 6:00 PM

Roll Call:

Maurice Welsh conducted roll call. The following persons were present: Maurice Welsh, Amber Landry, Danny Gendusa, Billy Smith, Bobby Waters, John Mundinger, Ricky Juban, Melanie Irwin and Sharon Lietzke. Quorum met

Welcome New Board Members: Bobby Waters, Danny Gendusa, Billy Smith

Old Business:

1. Motion passed (made by Landry, second by Gendusa) to approve November 7, 2012 board meeting minutes, October financials and check book activity.
2. Motion passed (made by Landry, second by Gendusa) to approve November 14, 2012 CPCA Annual Meeting Minutes.
3. Maurice and John to meet with State Fire Marshall about changing push button to a keyed lock on pool gates.
4. Bobby Waters has lead on clarifying pool ownership and acquiring documents (if needed) from new developer.

New Business:

ARB/Violation Activity

1. Melanie went over status of violations and liens filed with Livingston Parish.
2. New complaint/violation on boulders discussed as well as master landscape plan for areas currently maintained by CPCA. Discussion tabled for next meeting.
3. Lot maintenance fee for lot #146 update: property owners have paid the maintenance fee with 2013 CPCA dues.
4. Lot #34 - Sharon and Maurice to send contact information to John for owner of #34. Plans are to start construction in January but construction plans have not been submitted to ARB.
5. Lot #134 –John, Maurice, Lessley Boyd, and CDD members are working on dirt & sand issue washing onto street. John will communicate to property owner about missing dumpster on construction site.
6. Lot #16A – Bobby to speak to owners about violation fee.
7. Bobby will review and update current Real Estate sign requirements.
8. Carter Cemetery Road next phase discussed. John proposed and motion passed to have fencing and landscaping along the entry points to access road. John getting quotes and best estimate is around \$12,000.
9. Lot 8A has requested a fence for the back yard. John in contact with property owner and will discuss installation of sod.

Finances:

1. Recent checkbook activity and financials have been emailed to all board members. It is projected to roll over \$20,000 to 2013. Discussion about the last 3 years roll over dollars.
2. \$10,000 has been transferred into reserve fund for Carter Cemetery Road next phase.

3. Check signing process reviewed. Motion passed (made by Landry, second by Gendusa) to continue having 2 board member signatures on each check. Sharon can sign for checks less than or equal to \$500. Sharon to start new signature card at bank to add Billy and Danny, removing old members.

Administration:

1. Motion passed (made by Landry, second by Smith) to add Bobby Waters, Claude Penn Representative, to ARB Board.
2. Motion passed for 2013 officers:
 - a. Maurice Welsh – President (made by Landry, second by Gendusa)
 - b. Danny Gendusa – Vice President (made by Landry, second by Smith)
 - c. Billy Smith – Secretary/Treasurer (made by Landry, second by Gendusa)
 - d. Amber Landry – Director (made by Smith, second by Gendusa)
 - e. Bobby Waters – Director (made by Smith, second by Gendusa)
3. Discussion about formalizing processes and procedures.
4. Motion passed (made by Smith, second by Gendusa) for task force to review by-laws & PC&Rs to include:
 - a. Governance & officer guidelines
 - b. Committees
 - c. Defining dates and times of officers and directors
5. Street Monitor hours and rate discussed for 2013. Concern about current insurance coverage. Bobby to check with Claude about hiring street monitor and CPCA will reimburse for agreed number of hours and hourly rate.
6. Sharon to get information about Workman's comp insurance for CPCA to cover pool maintenance, street monitor/ gate greeter.
7. Discussion about possible Management Company for CPCA. Billy to bring information to next meeting.

Dues/Membership:

1. FW-G – 7 properties have not been brought under PC&Rs. Letters of intent are signed but documents needed to record with Livingston Parish have not. Danny has lead to contact legal and the 4 different property owners to finish process
2. Invoices mailed on December 10 and dues starting to come in.
3. Discussion for property owner of 11 lots and liens, dues has been tabled to 2nd quarter 2013.
4. Discussion for property owner of 15A and status of exercising liens has been tabled to 2nd quarter 2013.
5. Bobby has lead for any properties sold that are currently not in PC&Rs, owned by Claude Penn, to bring properties under PC&Rs.

Maintenance:

1. Danny has lead on coming up with a pre-qualifying package for all vendors associated with CPCA.
2. Pool – capital improvements discussed and tabled.
3. Review of Mowing & Landscape Contracts and general liability insurance. FH&L in compliance of all required insurance but missing some information from Classic Landscape. Sharon to contact Classic Landscape for copies of workman's comp and auto insurance.
4. Front gate Christmas decorations will need to be taken down early January. Suggestion to hire someone.
5. Spring banners (\$481.5) has been tabled.
6. Suggestion from member for more street signs (Stop, speed limit, golf crossing) has been tabled.

Other:

CPCA Upcoming meetings – January 16, February 19, March 19. Meeting invites will be sent to all board members.

Maurice adjourned the meeting. Minutes submitted by Sharon Lietzke