

Ennisbrook Community Association, Inc.

Board of Directors Meeting

Date: Monday, November 13, 2023

Time: Call to Order: 6:20pm

Format: Virtual

Attendees: Vincent Costa, Paul Allen, Anne Francissen, Shayla Snipes, Natalie Moore, Edward Welch

Meeting Minutes

- I. **2024 Operating and Maintenance Reserve Budgets.**
 - a. **Vote to approve 2024 Operating Budget**
 - i. Yea's: Paul Allen, Shayla Snipes, Natalie Moore
 - ii. Nay's: n/a
 - iii. No Vote: Edward Welch
 - b. **2024 Maintenance Reserve Budget:** quotes still being obtained.
 - c. Schedule for mailing
 - i. Andrew Bunker, AIO, will email BOD the new, revised management agreement which will take effect on January 1st. He will send the new management agreement after BOD approves the 2024 budget.
 - ii. VC said it's going to communicate a lot more detail on the duties of the management company.
 - iii. VC said the approved budget needs to be mailed to homeowners by the 17th, and he will start the process tomorrow.
- II. **Update on Outstanding Projects:**
 - a. Clubhouse Bathrooms, Furniture and Reopening.
 - i. VC spoke with Parker Young. Materials should arrive in December for the bathrooms.
 - ii. Some of the furniture is still in storage. Parker Young will place the furniture back in the clubhouse when construction is done. The insurance company will reimburse us when replacement furniture is purchased. Shayla will get quotes.
 - iii. The Board asked if the clubhouse could be rented to homeowners in December. VC said once the bathroom material is in Parker Young will start construction again, which may interfere with homeowner events.
 - iv. NM suggested a grand reopening.
 - v. Security cameras and alarms have been installed. Matrix hasn't turned over access information. VC will ask for that and insure that's up and running.
 - vi. Winterization plan.
 1. Per VC, the plan is to leave the gas on at 62 degrees and drip faucets if weather expected below freezing.
 2. PA said it would be better to have a dry fire sprinkler system, but we have a wet system, and there's no insulation on the sprinklers.

[Type here]

Ennisbrook Community Association, Inc.

Board of Directors Meeting

3. The pool company winterized the pump house.
- vii. VC and PA said we need to insulate the attic.
- viii. VC said the rate for natural gas had not yet been locked in for the season. NM will send VC information, which needs to be settled asap.
- ix. BOD confirmed that the clubhouse should be cleaned quarterly, in addition to any cleaning after homeowner events (which is paid for with the rental fee).
- x. VC to send a sample rental agreement so to aid in determining rental fee.

(PA exited the meeting)

- xi. Improve exterior appearance:
 1. Remove COVID sign. OK per VC.
 2. Interior night light. Or outdoor flood light. VC will get an estimate.

b. Tree Trimming

- i. Atlanta Tree received consent from only 1 of the 3 Pineland Dr homeowners. The other 2 have not responded. Shayla will assist Paul in obtaining their consent. Otherwise, VC will get revised cost to exclude the trees that would have to be accessed through the Pineland Dr. lots.

c. New Gate Control Access Box.

- i. Ordered on 10/20. VC will let us know update.

d. Entrance Sign

- i. Estimated to install week of 11/20.

e. Detention Pond Inspection and Maintenance Schedule:

- i. VC to obtain 2 more quotes.

f. Basketball Court gate

- i. Board members agreed to keep the gate and add a wireless camera. VC said we should rig the gate open until it's repaired.

III. Upcoming Meetings:

- a. Proposed dates: 12/13 or 12/14. BOD to confirm and email VC
- b. Annual meeting should be Jan or Feb. BOD to confirm and email VC with date.

IV. Parking Committee Recommendations and Conclusion

- a. AF referred to the Parking Committee's recommendations for a Parking Policy and referendum on the upcoming Annual Meeting ballot. The Parking Committee spent a great deal of time and effort on the proposal and expect review & comments from the BOD.
- b. Review and discussion tabled until next due to time.

V. October Financials and Collections.

- a. Tabled due to time.

[Type here]

Ennisbrook Community Association, Inc.

Board of Directors Meeting

- VI. 2024 Maintenance Reserve Quotes Needed:**
- a. Parkway Tree Replacements
 - b. Parkway Irrigation Line Repair
 - c. Street & Curb Maintenance and Repairs
 - d. Community Internet Option – Alternative Vendors

Meeting Adjourned: 8:00 p.m.