

STERLING GATE

2021

BOARD OF DIRECTORS  
HOA MEETING MINUTES

Sterling Gate Homeowners Association, INC  
Monthly BOD Meeting  
January 18, 2021

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Board members in attendance for meeting held at the clubhouse: Josh Schlup, Joshua Browning, Steven Lund, and Pat Lozito.

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- I. CALL TO ORDER: 5:00 pm – Virtual Teams Meeting
  
- II. Review of Financials
  - 2<sup>nd</sup> payment letters recently sent to those who haven't paid yet.
  - Reviewed various bills and items on P&L.
  - Projected finances through rest of the 2020/2021 term.
  - Began preliminary discussions on forecasting budget for 2021/2022.
  
- III. Compliance Letters
  - A few notices have come in from the community regarding infractions of the covenants. Confirmed amongst Board Members that NHM should be sending compliance letters once documentation/pictures of the infractions are verified.
  
- IV. Vacant Board Seat
  - Board is reaching out to the third highest vote getter as a potential appointment to the board from the original summer vote. The appointment would fill the vacant seat for the remainder of the term which will be finished summer 2022.
  
- V. Work day scheduled for Saturday Feb 27<sup>th</sup>.
  - Need to finalize quotes for pea gravel on the playground and order.
  - Main areas to work on will be Pea Gravel at Playground, Cutting down Crepe Myrtle's, cleaning gutters, door locks.
  - Decision made to pay for pressure washing of white plastic fence in High Grove due to difficulties regarding power and water. Will also ask for quote on pressure washing bridges on walking trail.
  
- VI. Reviewed NHM Developed 2021 Management Plan.
  - Made changes to various dates per agreed upon timeline of the Board.
  
- VII. Meeting Adjourned 7:01



Sterling Gate Homeowners Association, Inc.  
Monthly Board of Directors Meeting  
3/16/2021

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Board members in attendance for meeting held via virtual teams: Josh Schulp, Pat Lozito, Sally Hart, Steven Lund, Joshua Browning

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- I. CALL TO ORDER: 5:10 PM – Call to order
- II. APPROVAL OF MINUTES:
  - Approved Meeting Minutes from \_\_\_\_\_ Meeting.
- III. FINANCIAL REVIEW:
  - Management Report
    - i. Management fee was incorrect the last 2 months
    - ii. Incorrect late fees being applied for those who did the split payments- already asked for Management Company to get it corrected
    - iii. Need clarification from Jenny on the mailing line item
  - Collections Update
    - i. Still behind \$16,000 in dues
- IV. CONFIRMATION OF TASKS FROM NHM:
  - Pool letters went out with incorrect information with number of open seats
  - Update of the 2021 Management Plan with Dates
- V. BUDGET REVIEW FOR 2021/2022:
  - Reviewed budget.
- VI. ANNUAL MEETING PREPERATION - THURSDAY May 20<sup>th</sup>, 2021:
  - Get Jenny to start the letter
- VII. WEBSITE:
  - Talked about how website would work
  - Josh will handle the website moving forward
  - HOA-Sites.com



- \$550/year (set-p fee and additional emails)

VIII. PROPERTY MAINTENANCE:

- Fences pressure washing

IX. POOL

- Pump room new lock on and working
- Planning to open around Memorial Day weekend
- Need inspection done prior to pass for allowance to open
- Josh B will reach out to Megan to move forward with that
- No further information on the chairs- Josh S and Megan went and bought 20 chairs for the meantime

X. RECENT COVENANT DISCUSSION:

XI. NEW BUSINESS:

- Get the treasurer (Steven) on the bank information to get a debit card/checks to make purchases. Need to verify if this is something easy to do. **Voted and approved**

XII. NEXT MEETING:

XIII. MEETING ADJOURNMENT:

Sterling Gate Homeowners Association, Inc.  
Monthly Board of Directors Meeting  
Date: 4/19/2021  
5:00PM

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Board members in attendance for meeting held via virtual teams: Josh Schulp, Pat Lozito, Sally Hart, Steven Lund, Joshua Browning and Jenny Templin from Neighborhood Management (Jenny out at 6:11PM)

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- I. Call to Order: 5:04 PM
- II. Financial Review
  - Status of Current Accounts review, Past Dues, etc.
    - Member who owed the largest amount is working to wire around \$10,000
    - Pat asked Jenny to reach out to a neighbor whose spouse recently passed away.
  - Issues with invoices, credits, etc.
    - Steven will come back to it later directly with Jenny after further review
  - Business model changed for all of the communities to change from QuickBooks to Yardi
    - It is a requirement to stay with NHM to use Yardi vs QuickBooks?
      - Jenny said yes
- III. Pool & Clubhouse
  - a. Review what else is needed from Board to kick off pool season
  - b. PCC and J. Browning with new pumps etc.
    - i. Waiting for the parts to come in, working on getting an ETA, one piece has shipped. Going to talk to the guy who is taking it over. Planning to open it off Memorial Day weekend. Working to find out when to prep for inspection to get approval to open
  - c. Signups for the memberships
    - i. \$6,225.85 for memberships in April and March
    - ii. 21 members so far (52 last year)
    - iii. Josh S inquired about how the pool memberships could have \$0.85 when pool dues are an even amount. Jenny stated it was from a Member who paid \$4.15 in erroneous interest. The Member's account was eventually corrected and had a \$4.15 credit balance on their account. Then when the Member paid their pool dues, the credit was applied to their pool dues.
    - iv. We need to try some different things to bring up the membership
      - 1. Discussed an option for people to do a monthly draft for the pool membership?
      - 2. Membership drive?
      - 3. Beautification reward?
- IV. Annual Meeting Preparation - Thursday May 20<sup>th</sup>, 2021 @ 6 PM
  - a. Location Tennis Courts
  - b. Electronic Voting
    - i. Do we implement for the meeting?
      - 1. Yes – either through NHM or the new website

- 2. Electronic voting will close May 19, 2021
      - 3. These votes will vote towards Quorum
    - ii. Cost? And How do we offer it to the community.
      - 1. With NHM it's costly, through our new website it is free
    - iii. Will these essentially be proxy votes brought in by NHM?
      - 1. Yes, they should
    - iv. When will the window to vote be open?
      - 1. Open May 3, 2021 (the day the letter is mailed)
  - c. Agenda
    - i. Review current Agenda for finalization
  - d. Letter to Community
    - i. Finalize letter
      - 1. We will come back to it a little later with a few more edits
    - ii. Commitment from NHM when it will be sent
  - e. Misc.
    - i. Who and how the meeting will be conducted?
      - 1. Jenny will not speak to lead the meeting – we will lead the meeting, Sally will take notes as the secretary
    - ii. Pat and Josh S. and Jenny to manage counting of Quorum and counting/verifying votes?
    - iii. Chairs Tables etc. (same as last year)
    - iv. Will the AR's be up to date
      - 1. As of 2pm that day
    - v. Chairs Tables etc. (same as last year)
- V. Website
  - i. Where do we stand on this?
    - 1. It is almost complete
- VI. Implementing a fining policy for Covenant violations
  - a. Open discussion on items to consider and how and when to move forward.
- VII. Other Topics
  - a. Discussed needing to clean the tennis courts prior to the annual meeting in May
    - i. \$2428 for pressure wash the tennis court along with an algae and mold treatment
  - b. People suggested on FB to make some availability on the tennis courts to do basketball, volleyball, pickleball...
  - c. Are the tennis courts written as limited common property? If not, the door can come off and be opened to the community- if they are what would it take to get it separated from the pool. Jenny will ask the lawyer about the legal documentation in place to see what the paperwork says
  - d. Steven will get another photo of the SG for a logo for the website
- VIII. Closed out at 7PM

Sterling Gate Homeowners Association, Inc.  
Monthly Board of Directors Meeting  
Date: 5/3/2021  
5:00PM

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Board members in attendance for meeting held via virtual teams: Josh Schulp, Pat Lozito, Sally Hart, Steven Lund, Joshua Browning

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- I. Call to Order: 5:07 PM
- II. Finalized the Annual Meeting Letter/Agenda/Inserts
- III. Approved pressure washing the fence along High Grove
- IV. Closed out at 7PM

Sterling Gate Homeowners Association, Inc.  
Monthly Board of Directors Meeting  
Date: 5/18/2021  
5:00PM

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Board members in attendance for meeting held at the Sterling Gate Clubhouse via virtual teams: Josh Schlup, Pat Lozito, Sally Hart, Steven Lund, Joshua Browning, and Jenny Templin representing Neighborhood Management, LLC

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- I. Call to Order: 5:03 PM
- II. Going to put out a blast email and Facebook post about voting on the website (Blast sent out at 6:07pm)
- III. Finalized Annual HOA meeting order
  - a. Call to order – Josh S.
  - b. Cover the agenda
  - c. Old business – Josh/Pat/Steven
    - i. Voting numbers from the trees
    - ii. Developer (ditch cleanup)/flooding
  - d. New Business – Steven/Josh B./Sally
    - i. website
  - e. Financial review – Steven
  - f. Election of the new board members
  - g. Upcoming community goals
    - i. Purchasing the field? (Mary already told Steven L. no)
    - ii. Researching the pool resurfacing (swim and tennis club)
    - iii. Repurposing the tennis courts
    - iv. Update the entrance to Cedar Grove (get some electrical outlets)
    - v. Get some lighting on High Grove
    - vi. Get all of the sign posts repainted
    - vii. Stop and street signs (some need replacing)
    - viii. Gazebos need re-staining/repainted
    - ix. Upholding the covenants
    - x. Walking trail repairs
    - xi. Replace the wood in the benches in the playground
    - xii. Shade on the playground
    - xiii. Changing tables in the clubhouse bathrooms
    - xiv. Social committee
    - xv. 10% increase back into the documents – board wants to keep it at the 10% of lower but the costs to update the paperwork was not in the budget this past year
    - xvi. Better landscaping (to include replacing dead sod or adding more mulch to cover bare areas)
  - h. Open floor for community ideas/comments/concerns
  - i. Announce the new board members then adjourn
- IV. Approved pressure washing the fence along High Grove in previous meeting (approved May 4th)
  - a. Pending response from Steven's Wack-N-Sack about it



- V. Still waiting on the breakdown of costs for the new control panel and sprinkler heads for replacement throughout the neighborhood from Stevens Wack-N-Sack
- VI. Steven, Josh S., and Pat will be setting up for the meeting at 5, Sally will join at 5:30, Jenny will be there at 5 (pool walk through around 4/4:30) (Madee will probably not)
- VII. Josh S. is pulling out the trees/leaves in the clubhouse gutters Wednesday 5/19
- VIII. Closed out at 6:09PM

Sterling Gate Homeowners Association, Inc.  
Monthly Board of Directors Meeting  
June 14, 2021, at 5PM

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Board members in attendance for meeting in the Clubhouse: Sally Hart, Steven Lund, Joshua Browning, Howard Jones, and Scott Machovec

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- I. CALL TO ORDER: 5:05 PM – Call to order
  
- II. Elect Board Position of Title of President and Vice President
  - Steven Nominated Howard for President, Joshua seconded
  - Joshua nominated Scott for Vice President, Steven seconded
  - Howard Jones – President
  - Scott Machovec – Vice President
  
- III. FINANCIAL REVIEW:
  - Status of Current Accounts review, Past dues, etc.
    - i. 1<sup>st</sup> page of the past dues is money for us (on the report)
    - ii. 2<sup>nd</sup> page of the past dues is the amount going to neighborhood management (on the report)
    - iii. Collections went well this past year.
    - iv. Foreclosure procedures cost about \$3,500; lien is less than \$25 (\$18)
  - Planning and budgets for large repairs and maintenance expenses – do we have those identified for everything that the HOA owns?
    - i. We do not – that is something we need to work on
  - Decision on area behind 109 Abington Circle
    - i. Scott went and mowed it – but going forward the homeowners need to keep the maintenance going forward. – not HOA responsibility
  - Q&A with new Board members
  
- IV. Pool, Tennis & Clubhouse:
  - Tennis Courts (what to do)
    - i. Tabled for another meeting.
  - PCC and Josh B. with new pumps, etc.
    - i. Pool has been self-sustaining.
    - ii. 48 members right now
    - iii. Equipment will be installed later this month.
    - iv. Get Megan from the PCC to join the next monthly meeting.
    - v. Discussion of options and ideas for increasing pool and clubhouse usage in the future.
  
- V. Signs
  - We need to start paying for some signs for the entrances.

- i. Clubhouse events
  - ii. Pool opening
  - iii. HOA meeting signs
  - iv. Signup/update your info on the website
  - v. Look into what kind of signs are available to be able to get one that is changeable.
- Clubhouse use
  - i. Food trucks – keep it up
  - ii. Open house
  - iii. Bunco
  - iv. Christmas Wrapping Party
  - v. Rummy cube
  - vi. Poker/board games/game night
  - vii. Bingo
  - viii. Wreath Making
  - ix. Moms day/night out
  - x. See if Julie S. would be interested in teaching a sips and strokes
  - xi. Tutoring during the week for kids
  - xii. Community sports parties
- Pool is open
  - i. Non-pool members can now rent the Clubhouse and get access to the pool on Wednesdays and Sundays from 4PM to 8PM.

#### VI. Parliamentary Procedures & Robert's Rules of Order

- Talked about the order that should happen during an annual meeting.
- Howard talked about how that works in a larger group.

#### VII. Covenants and Fining Process

- Review Fining documents from other neighborhoods
- Focus on this for the next meeting.

#### VIII. Website

- Surveys are going to be very useful.

#### IX. Other topics

- Stormwater drainage facilities that the HOA is responsible for – plan to develop a plan. City involvement, developer involvement, HOA responsibilities.

#### X. Management Company To-Do List (emailing to Jenny)

- Purchase toilet paper, paper towels, soap, etc. for the Clubhouse
- Has the \$2,400 we should be seeing from collections come in yet?
- Have we found out what the insurance policy says for night time swimming?
- What are your options that you have now for management fees for a la carte – is this an option?
- Where are we at with getting Steven on the bank information to get the debit card? He signed the signature card back in April 2021.

XI. NEW BUSINESS:

- Want to get Crepe Myrtles at the entrance of Cedar Grove.
- Lights and electrical outlets at the entrance of Cedar Grove.
- Survey/easement zone to move the fence on the field?
- Movie night at the field
  - i. Would there be a type of copyright fee as it is an HOA property?
- Get a booklet put together with neighborhood information (bulbs, etc.)
- Reserve Study consideration

XII. NEXT MEETING:

- Next meeting will be the 3<sup>rd</sup> Monday of July.
  - i. July 19, 2021, from 5-7

XIII. MEETING ADJOURNMENT: 7:51PM meeting adjourned

Sterling Gate Homeowners Association, Inc.  
Monthly Board of Directors Meeting  
July 19, 2021, at 5PM

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Board members in attendance for meeting in the Clubhouse: Sally Hart, Steven Lund, Joshua Browning, Howard Jones, and Scott Machovec and Megan Hays from the Swim and Tennis Club Pool Committee joined us briefly

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- I. CALL TO ORDER: 5:10 PM
- II. Attendance Record
- III. APPROVAL OF MINUTES
  - Standing approved as posted via prior emails
- IV. REPORTS:
  - Pool Updates
    - i. Safety covers for the pool – they are in Josh’s office right now – going to do a direct sale
      1. Solid covers block the UV light – mesh is 99% block. Solid you can close it and get it opened and the pool is typically clear and there is no debris
      2. There has never been a pump-to-pump water off the cover if you have a solid cover here
      3. Difference in cost is minute
        - a. \$930 for the baby pool for a solid cover including pump
        - b. \$754 for pro mesh for the baby pool – (no pump needed)
        - c. \$2254.07 for the solid cover including the pump for the main pool
        - d. \$1999.79 for the mesh for the main pool
      4. Josh recommends ordering the covers sooner rather than later
        - a. Howard motioned to approve the ordering the pool covers
          - i. Steven approved; Sally seconded – Motion is approved
          - ii. Solid covers with the mesh down the middle
        - b. Approved to allow Josh to throw away the old pool covers away
      5. Goal is to resurface the pool before opening next year
      6. Leaving the pool open is around \$750 extra a month
        - a. September – it could be a good idea to investigate doing that as drive-up interest in membership
    - ii. Equipment in the pool room is finishing up tonight, pumps are installed, next step is to bring in the manufacturer to set up everything.
    - iii. It will monitor everything 24/7 for the pool company for PH and such when testing the chemicals and such
    - iv. Going to do a sand change in the big tanks
    - v. Get an open house here next year after the pool is resurfaced to try and drive-up membership
    - vi. Update from Megan regarding the pool
      1. Going to stick with no night swimming
      2. Swim right is doing a fantastic job – I would say keep with them next summer

3. Have not had near the complaints this year- have not had the same trouble with teenagers this year
  4. I do not anticipate someone wanting to take on this role next year
  5. Jenny rented the clubhouse back-to-back without cleaning it in between – 3 rentals went without a check and wanted Meagan to approve to send deposits back
  6. Still trying to get official number from Jenny how many memberships
  7. Please add correcting the wobbly handrails to the wish list
    - a. Josh said it can be done with the pool resurfacing
- Treasurer's Update
    - i. Steven reviewed the report from Jenny and verified everything
      1. Looking at the fiscal year starting in July 2021 it is approximately \$11,000 in the bank
      2. Think this should be moved to the Swim and Tennis Club to pay back a portion of what we owe to them to help with them needing to resurface the pool
    - ii. The income statement reflects as it does thanks to a change from calendar year to fiscal year
    - iii. Going to ask from Jenny for accrual report to verify since some of the snapshots look a bit different. Steven wants to verify his numbers with the reports they are providing
    - iv. Back to the field meeting, when looking at the reports to the owner's vs the board – Steven believed the owners were seeing the distribution split with Swim and Tennis Club/HOA/etc.
    - v. Steven finally got his debit card from the bank

#### V. UNFINISHED BUSINESS

- Identify which covenants should be enforced
  - i. Making a motion to form a committee of at least two members to work on the covenants
    1. Sally and Howard volunteered to be on the committee – the others may go through the list and see what else can be edited
    2. Report will come back next month and be reviewed during the next HOA Board meeting
- Covenant Enforcement Policy Resolution
  - i. Howard moves to create a new policy resolution for covenant enforcement
  - ii. We are going to go on and send what we created to Jenny to have NHM review the legal
  - iii. Postponing until next HOA Board meeting
  - iv. Going to change the wording from fine maximum amount to “equal to the current annual dues”
- NHM: a la carte management packages
  - i. Jenny was not in attendance to discuss
  - ii. Will look into other companies as well
- Movie Night at the field
  - i. If we are going to do it this year, we need to do it before school starts
  - ii. We could do sports in the fall
  - iii. Going to investigate the costs for rights to play movies
- Communication Signs for neighborhood entrances
  - i. Arc update sign/enforcement policy
  - ii. Invest in signs you can change
- Street Sign Maintenance: set priorities and get estimates
  - i. Scott can reach out to his contacts in the city
- Entrance Improvements

- i. Scott got some platt drawings from Madee Nation (NHM), city and council person is going to bring it by to his home
- ii. Would like to see electrical outlets on both sides of Cedar Grove
- iii. Low voltage Christmas wreaths a possibility?
- iv. High Grove – add some lights shining into the trees
  1. Need to get the junipers out

- Website
  - i. Get more people signed up as able – need to figure out an approach
- Clubhouse cleaning
  - i. Discussed during the pool discussion

#### VI. NEW BUSINESS

- Storm drainage liaison for developer and City
  - i. Howard made a motion to make Scott the liaison for this
    1. Josh and Steven did a first and second and it was voted and approved
- Storm drainage work estimates on HOA properties
  - i. Scott looked around the drainage – Enclave paving has been done – even looks like finish coat being on
  - ii. The barricades are gone, looked at the pond and it is now a deeper pond....
  - iii. We need to talk to the developer about upkeep on the detention pond maintenance
  - iv. None of the ditch has been dug out yet that they had agreed to handle
  - v. Scott will get with Jenny with the pricing to handle
  - vi. 1-5 on the list previously emailed are maintenance things
  - vii. 6-9 need to be done much sooner

#### VII. MANAGEMENT COMPANY FOLLOW-UP

- Has Jenny contacted Katie Stempel regarding the clubhouse cleaning?
- Did we have the HVAC serviced?
- How many pool memberships are there this year - get that information to Megan as well?
- Sending the covenant enforcement policy resolution to Jenny to have the legal department review
- Provide us with the NHM a la carte management package options
- Verify Jenny ordered toilet paper/paper towels/soap for the bathrooms in the clubhouse

#### VIII. ANNOUNCEMENTS

- Steven has served a year now

#### IX. NEXT MEETING:

- Next meeting will be the 3<sup>rd</sup> Monday of August.
  - i. August 16, 2021, from 5-7

#### X. MEETING ADJOURNMENT: 7:44PM meeting adjourned

Sterling Gate Homeowners Association, Inc.  
Monthly Board of Directors Meeting  
August 16, 2021, at 5PM

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Board members in attendance for meeting in the Clubhouse: Sally Hart, Steven Lund, Joshua Browning, Howard Jones, and Scott Machovec

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- I. CALL TO ORDER: 5:03 PM
- II. Attendance Record
- III. APPROVAL OF MINUTES
  - Standing approved as posted via prior emails
- IV. REPORTS:
  - Treasurer's Update
    - i. Pending management package from NHM – financial reports not received as to date
  - Enclave
    - i. Approved to start plats, temp vegetation growing in them to help with run-off for now.
    - ii. They have a real estate agent working with them to sell
    - iii. Mud in the road is better – drainage is going into the retention pond now—it's huge – very steep sides and will not be easy/cheap to maintain.
    - iv. We need to talk to the developer about maintaining the grass on the entrances to that portion of the neighborhood.
  - Storm Drainage Update
    - i. Reported areas to the city that flood often – Mark Harris (public works director) working to fix some asphalt
    - ii. Pipe is completely full back from cedar grove to Victoria station, pipe by a home had been practically buried
    - iii. Writing up something to go to city engineering director, city works, and council people
    - iv. On easement areas they have dug out some of the areas and cleaned out about 10 feet in front of it- we need to get the clean out done under the walking trail- everything has just been eroding into them
    - v. I think we will need to add some work in the 1-6 portion of the list – by Irene's home by the rock check dams, it is working as there is slope, but that steeper ditch is a lower priority since it is sloped and working.
    - vi. Been back and forth with the city about the drawings as to where everything is -not great record keeping occurred apparently... they were using an outside firm for city engineer back then. We are going to try Mary – and the firm R.C Farmer is referenced on the Enclaves drawings so Scott will try to get information on it.
  - Special Committee: Architectural Standards Review
    - i. Reviewed changes
    - ii. Howard will make the final updates in wording for approval from the board via email
- V. UNFINISHED BUSINESS
  - Covenant Enforcement Policy Resolution
    - i. Lawyer looked it over



- ii. Reviewed updates and made some additional changes
  - iii. Question going to Jenny regarding who gets the money from the fines (NHM or the HOA)
  - iv. Howard will complete the updates and email back out to the Board for review
- NHM Package that excludes financial services
  - i. NHM does not have an a la carte option without financial services
- Steven has spoken to 4 management companies
  - i. J.H. Berry & Gilbert – they do condo's not HOA's
  - ii. AHI Properties – have not heard back from them – 8/10/21 contacted
  - iii. Premier Property Management – contacted 8/10/21 – have not heard back from them
  - iv. Selective Management Services
    - 1. This is the smallest company of the three
    - 2. Got a person on the phone when calling- they were attentive and called back quickly
    - 3. Once a month drive through compliance is included
  - v. Southern Property Management
    - 1. The medium sized of the three
    - 2. Got a person on the phone when calling – actually spoke to the owner of the company
    - 3. TN, GA, and AL – 50 total properties
    - 4. Willing to negotiate to meet competitor prices
    - 5. Once a month drive through compliance is included
    - 6. Reports come to the board by the 10<sup>th</sup> of each month
  - vi. McKay Management Corporation
    - 1. The largest corporation of the three
    - 2. Compliance/board meetings were included
    - 3. Reports come to the board by the 20<sup>th</sup> of each month
- Movie Night at the field
  - i. Got the website on how to get the movie rights
  - ii. Check companies to see what exists for set up and such for screens
    - 1. Scott will check with the teen council as to who they use
- Communication Signs for neighborhood entrances
  - i. Find sign options – Sally will research
- Entrance improvements
  - i. Move to a lower priority for now

VI. NEW BUSINESS

- Spoke to Julie S. about doing Art Classes at the Clubhouse and she is interested in teaching them here (for kids and adults)

VII. ANNOUNCEMENTS

- Pool will stay open until the end of September
- Pool covers are approved and good to go – we will be ordering

VIII. NEXT MEETING:

- Next meeting will be the 3<sup>rd</sup> Monday of September.
  - i. September 20, 2021, from 5-7

IX. MEETING ADJOURNMENT: 7:40PM meeting adjourned

Sterling Gate Homeowners Association, Inc.  
Monthly Board of Directors Meeting  
September 20, 2021, at 5PM

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Board members in attendance for meeting in the Clubhouse: Sally Hart, Steven Lund, Joshua Browning, Howard Jones, and Scott Machovec

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- I. CALL TO ORDER: 4:58 PM
- II. Attendance Record
- III. APPROVAL OF MINUTES
  - Standing approved as posted via prior emails
- IV. Review of Management Teams:
  - Southern Property Management – Barrett Oakley joining us from 5-5:30
  - Associa (McKay Management) – Jamie Schollian joining us 5:30-6
  - Selective Management Services – Casie Jarman and Concetta Givianpour joining us 6-6:30
  - Discussed the management companies
    - i. Associa is out
    - ii. Checking references but most likely Selective Management Services
    - iii. Verifying references of companies to allow for further review before decisions are made by the end of September/early October
- V. REPORTS:
  - Enclave
    - i. Enclave area development/building/sales status
      1. Final plat is done
      2. They have started selling lots
        - a. 10 homes being built right now
      3. There is a performance bond with the city by the developer
    - ii. Enclave area HOA responsibilities/maintenance
      1. We will inspect the drainage every 6 months
  - Storm Drainage Update
    - i. Waiting on Jenny to get quotes
      1. Scott will reach back out to Jenny to see where we are on that
  - Special Committee: Architectural Standards Review
    - i. Adoption of Revised Architectural Standards
      1. Howard brought a motion to adopt the revised architectural standards
      2. Joshua seconds
      3. Howard, Joshua, Steven, Scott, and Sally approved
  - Treasurer
    - i. As monthly report was received just today- not reviewed yet so nothing to report there.
    - ii. Want to get quotes to add electrical for Cedar Grove
- VI. UNFINISHED BUSINESS
  - Adoption of Covenant Enforcement Policy
    - i. Putting on hold until next board meeting

- Communication Signs at Entrances
  - i. Postpone for the next board meeting
- Other
  - i. Pool covers need to be ordered now
    - 1. Approved allowance for funds to be used now to purchase pool covers
    - 2. Pool covers originally approved on July 19, 2021 minutes
  - ii. Official end date of the pool this year is October 3, 2021

VII. NEW BUSINESS

- Joshua is passing the social committee on to the four ladies who previously showed interest if they are still interested in taking it on

VIII. MANAGEMENT COMPANY NEEDS:

- Update on the quotes for drainage - Scott will reach out to Jenny for this as previously mentioned above

IX. NEXT MEETING:

- Next meeting will be the 3<sup>rd</sup> Monday of October.
  - i. October 18, 2021, from 5-7

X. MEETING ADJOURNMENT: 7:55PM meeting adjourned

Sterling Gate Homeowners Association, Inc.  
Monthly Board of Directors Meeting  
October 18, 2021, at 5PM

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Board members in attendance for meeting in the Clubhouse: Sally Hart, Steven Lund, Howard Jones, and Scott Machovec

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- I. CALL TO ORDER: 5:03 PM
- II. Attendance Record
- III. APPROVAL OF MINUTES
  - Standing approved as posted via prior emails
- IV. REPORTS:
  - Treasurer's Update
    - i. Reviewed the management report
    - ii. Ask NHM to provide the segmented financials for homeowners – including the breakout between clubhouse/swim/HOA
      1. Ask the same of SMS once they take over
    - iii. Water was not paid in September
      1. Alabaster Water vendor had an issue with printing bills – double check with Jenny that it was paid
    - iv. Prepaid income – normally don't see that until next year
- V. UNFINISHED BUSINESS
  - Public Works Issues
    - i. Did some clean out in the drainage ditch on Cedar Grove Parkway in the 200/100 block
      1. Scott looked after the last big rain and saw no major issues, but we are still planning the repairs
    - ii. At the North side of the high school – butts up to the Southern edge of Sterling Gate – they are doing some drainage work/improvements to the baseball/softball facilities. HOA has no property over there – don't think we have drainage easements over there. Going to check with Dr. Vickers. ACS stated they are not changing the wood line/buffer currently out there on those lots
    - iii. Shelby County approved to add a turn lane on the Hwy 17/ 1<sup>st</sup> Ave to turn right from 17 to 1<sup>st</sup> Ave.
      1. Going to talk to the Co engineer to verify this is not going to be getting too close to the HOA owned land over there
    - iv. New homes coming in a new neighborhood that will bump closely to the backside of Cedar Grove and the Enclave (100 homes) pending approval from the City still
  - Electricity
    - i. Looking into ways to save money on electricity at the clubhouse
    - ii. Talking about new thermostat in the clubhouse that would be more of a programmable Wi-Fi system
  - Covenant Enforcement Policy Resolution
    - i. Still working on updated wording – changing a few things

- ii. Steven is going to update the wording on the draft and work on the Schedule for Satisfactorily Resolving Compliance Violations
- Communication Signs for neighborhood entrances
  - i. Voted and approved to go ahead and purchase signs for each neighborhood entrance
    - 1. Steven made the motion to buy, and Scott seconded the motion.
      - a. Approved unanimously
  - ii. Decided on the BigBoss Changeable Message Board: Pro Frame with Standard 4 Inch Letters and Numbers Kit, White Message Board (BOS-1001)
  - iii. Total purchase for the 3 signs was \$647.30 and they should arrive at the end of October
- Entrance improvements
  - i. Discussing entrance improvements at Cedar Grove
    - 1. Need lighting on Cedar Grove and talking about adding crepe myrtles
    - 2. NHM is working to get us the bids for a convenience outlet to be added at Cedar Grove
      - a. Mr. Electric
      - b. Dr. Electric
      - c. King Fred Electric

## VI. NEW BUSINESS

- Review bid on drainage work from Lawn Chasers
  - i. We are denying the bid from Lawn Chasers since it did not address the required scope of work.
  - ii. We will solicit additional bids for the drainage work needed
- Spoke to Julie S. – she has asked about what kind of cost there would be to host an art show for the kids she does art for in the clubhouse or if it could be considered a community event in the Spring
  - i. We voted to make it a community event – open doors
- Thanksgiving Food Drive
  - i. Canned food drive we are going to do one this year
- Christmas Wrapping
  - i. Set out the tables and supply paper, tape, scissors, and pens/markers
  - ii. Weekend after Black Friday (maybe that Saturday for any of the wives who don't want to watch football) Nov 27/28
  - iii. 2 or 3 other dates in December
- Christmas Decorations
  - i. November 20/21 to get Christmas decorations set up
    - 1. Probably the Sunday
  - ii. Ask for volunteers to come out with the Board to decorate
- Halloween
  - i. Aim to plan for some sort of Halloween event/trunk or treat/clubhouse set up for next year
- Cleaning – Hold Harmless documentation - discussed option for using Hold Harmless for NHM
- Sidewalks
  - i. There have been people requesting sidewalks in the neighborhood
    - 1. There is no funding for that – the feasibility of reviewing personal property and taking back part of someone's lot for a sidewalk would also be an issue

## VII. ANNOUNCEMENTS

## VIII. TO DO LIST

- i. For NHM:
  - 1. Verify September water bill has been paid
  - 2. Ask NHM to provide the segmented financials for homeowners – including the breakout between clubhouse/swim/HOA

ii. For Sally:

1. Get all the updated documents for homeowners from NHMLLC.ORG
2. Put September Management Report on Sterling Gate website
3. Put ARC standards on the Sterling Gate website
4. Get last month's minutes to NHM

IX. NEXT MEETING:

- Next meeting will be the 3<sup>rd</sup> Monday of November.
  - i. November 15, 2021, from 5-7

X. MEETING ADJOURNMENT: 6:54PM meeting adjourned