

Palm Grove Owners Association, Inc.
Board of Directors Organizational Meeting
May 16, 2017
Palm Grove Clubhouse
Minutes

Location

Palm Grove Clubhouse

Call to Order

The meeting was called to order at 6:07 PM.

Attendance, Roll Call, Determination of Quorum

Board members present were Robert Foltz, Tim Rockwell and Mike Vukson, a quorum was established. Representative present from Guardian Association Management was Kelly Burch.

Reading and Disposal of Any Unapproved Minutes

Mike made a motion to waive the reading and approve the minutes and approve the minutes of the January 19, 2017 Board Organizational Meeting. It was seconded by Tim and approve unanimously.

Reports of Officers

The Officers had no reports.

General Manager's Report

Financial - Kelly reported that two accounts had been sent a Final Notice of Delinquency. The Board agreed by consensus that if the amounts were not paid or the owners had not contacted the office to set up a payment plan by the end of the allotted time, to send the accounts to the attorney for collections. Kelly also reported that Lot 44 had entered into a payment plan with the Association.

There were several accounts on the AR reports with a low balance which consisted of interest. Mike made a motion to waive the interest on all accounts that the assessment had been paid on. Tim seconded the motion and it was approved unanimously.

Maintenance – Kelly reported that Uptown Village had taken down their fence between the communities as the wording Code Enforcement used was that they had to either have it repaired or taken down by May 16th. She also reported that her office had already spoken with another department with the City regarding the fact that the fence had been part of the approved design plan and Uptown Village is required to put it back up. The City did acknowledge that Uptown would have to put up a new fence and that would pursue it but could not provide a timeframe on what they would require at the time. Kelly stated that her office would continue to pursue it.

Unfinished Business

N/A

New Business

Deactivation of Key Fobs – Mike made a motion to deactivate key fobs of all accounts that were 90 days or more delinquent.

Number of Key Fobs per Property – Mike made a motion that only one key fob per property be issued to keep the use of the pool for the use of the resident of the home only. It was seconded by Tim and approved unanimously.

Newsletter – Kelly was asked to create a newsletter to mail to owner to let them know of the key fob rule of one per property, how to obtain one and the cost of a replacement, request email addresses from owners to reduce costs, remind everyone to reserve the clubhouse through the management company and that there are no reservations on holidays along with basic pool rules.

Adjournment

There being no further business, the meeting was adjourned at 6:40 PM.

Respectfully submitted by Kelly Burch, Guardian Association Management