



Board of Directors Meeting Minutes

February 7, 2018 at 6:30 PM

Place: 315 Big Tree Drive

Attendees:

- Brian Broadhurst jbrianbroadhurst@gmail.com
- Chet Carbaugh chet.carbaugh@charter.net
- Roxana Ceausu roxy_jc@yahoo.com
- Paul Hester pdhester@gmail.com
- Tim Phillips tgphillips@icloud.com
- Shane Pohlman dying2ski@yahoo.com

- 1) Call to order and declaration of quorum of directors at 6:43 pm Shane
- 2) Approval of minutes from 01/08/18 SHA BOD Meeting, motion made by Chet/Tim; motioned carried
- 3) BOD discussed and resolved to post a draft of 2018 annual members minutes to be approved at 2019 Annual Membership meeting.
- 4) Election of SHA BOD Officers³
 - a) President Shane Pohlman
 - b) Vice-President Chet Carbaugh
 - c) Secretary Roxana Ceausu
 - d) Treasurer Brian Broadhurst

Following committees and chairman/chairwoman of committees were approved

- a) Pool/Social/ Calendar: Paul Hester and Jeanie Hester
- b) Newsletter: Shane Pohlman
- c) Website: Paul Hester
- d) Grounds: Chet Carbaugh
- e) Front Entrance: Roxana Ceausu
- f) Garage Sale: Shane Pohlman
- g) Unified Restrictions: Chet and Paul

Chet made motion to approve officers and committees; motioned carried

5) Following open issues were discussed

- a) Street Signs will be further addressed with Town of Farragut Chet
- b) 3rd Party equipment parked in SHA Recreation Area resolved Chet
- c) Overgrown Bushes, Traffic Hazard: Chet to notify Town of Farragut Roxana

6) New business discussed

- a) Financial Report, Budget, 2018 Dues Invoices Tim
 - i) Review 2017 Financials & 2018 Budget
 - ii) Status re legal action on prior year delinquent accounts
 - iii) January 2018 Financials
- b) Federal tax returns and state reports Tim
 - i) Forms W-2 due NLT January 31st prepared for SHA lifeguard employees by ADP
 - ii) 2017 Forms 1096 and 1099 due NLT January 31st re >\$600 paid to non-corporate contractors
 - iii) TN Annual Report due NLT April 1st to TN Secretary of State
 - iv) U.S. Form 1120-H, due NLT April 15th
 - v) No TN F&E Tax Return required for qualified HOA
- c) 2018 SHA member dues invoices and mail prep completed All
Dated February 12, 2018, 'Due on Receipt'.
Assessments not paid within 30 days of invoice are delinquent and subject to a 10% per annum interest charge¹.
- d) 2018 SHA Limited Memberships

¹ Article X, 2017 Bylaws; consistent with Article XI of the 2007 Bylaws

- i) Stingrays
- ii) Non-Resident Limited SHA Memberships
- e) Committee Reports were discussed
 - i) Grounds Maintenance - 2018 Projects Chet
 - ii) Pool & Recreation Areas Paul
 - iii) Website updates
 - iv) Posting Annual Meeting & BOD Meeting Minutes Paul
 - v) Recreation Area – Warranty Repair Chet
 - vi) Social (Calendar, Facebook & Newsletters) Roxana
- f) Planning Committee members nominated and appointed motioned made by Tim and carried
 - Chet Carbaugh
 - Paul Hester
 - Michelle Broadhurst
 - Dirk Pohlman
 - i) Discussion of recommendations regarding Sugarwood Residential Property Structure Issues
 - ii) Planning Committee to meet last Monday of every month if required. Applications to be received by the 3rd of every month
- g) Other Issue(s): Event calendar proposed and approved
 - 3/24/18 Easter Egg Hunt at 2:00 pm with Rain Day set for 3/31/18
 - April and Sept Garage Sale not finalized
 - 5/24/18 Pool Opening Day
 - 9/03/18 Labor Day and Pool Closing Day
 - 10/7/18 Fall Festival
- 6) Next SHA BOD Meeting (date, time & location) as first Monday of every month at 6:30 pm as follows:

3/05/18	4/02/18	5/07/18	6/04/18	7/02/18	8/06/18
9/04/18	10/01/18	11/05/18	12/03/18		
- 7) Adjournment at 9:15 PM

⁵ 2002 Declaration of Amended and Unified Restrictions, Article 5 Planning Committee "...the Sugarwood Homeowners Association (SHA) shall appoint for two year terms not fewer than three or more than five members of the Planning Committee.

2017 Bylaws, Article VIII, Section 4. Special Appointments. The Board may elect such other officers or committee chairs as the affairs of the Association may require, each of whom shall hold office or chair committees for such period, have such authority, and perform such duties as the Board may, from time to time, determine.