



Board of Directors Meeting Minutes

February 4, 2020 at 6:30 PM

Place: 12122 Butternut Circle, Knoxville, TN

Directors:

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

- 1) Call to order and declaration of quorum of directors¹ at 6:43 PM Shane
- 2) Presentation & Approval of minutes from prior meeting Roxana
 - a) January 11, 2020 Annual Members Meeting
- 3) Election of SHA BOD Officers² Shane
 - a) President Shane Pohlmann
 - b) Vice-President Tim Phillips
 - c) Secretary Roxana Ceausu
 - d) Treasurer Brian Broadhurst
- 4) Open issues
 - a) Town of Farragut easement purchase offer regarding Virtue Road widening
 - i) January 3, 2020 Tim met with Darrell Smith, Town Of Farragut Engineer. TOF still does not agree with request to replace the concrete sidewalk along Virtue Road that is proposed to be torn up in connection with the Virtue Road widening. TOF proposes to replace the existing concrete sidewalk with an asphalt walkway, regardless of the SHA BOD opposition. No response was received from TOF as of today.
 - ii) Since the subject concrete sidewalk is within the TOF Right of Way (ROW) the SHA cannot compel TOF to replace the existing concrete sidewalk with another sidewalk

¹ 2017 Bylaws, Article VI, Section 3. Quorum “A majority of the directors shall constitute a quorum...”

² 2017 Bylaws, Article VIII, Section 2. Election of Officers. The election of officers shall take place at the first meeting of the Board of Directors following each annual meeting of the Association.

rather than an asphalt walkway. Rather the SHA BOD discussed the issue at the January 11, 2020 SHA annual meeting and posted a notice on the Sugarwood Facebook webpage and in the SHA Newsletter to advise the SHA residents should they want to voice their concerns/opinions to the TOF.

iii) Suspicious cable running across Big Tree will be checked out by Chet

b) Sugarwood Greenway maintenance

i) During Tim's January 3rd meeting, Tim reminded Darryl Smith, TOF Engineer of the state of disrepair of the Sugarwood Greenway; the asphalt walkway cracks present hazard to pedestrians.

ii) Tim also mentioned his finding of a pick-up truck driven down the steep asphalt Greenway from NHC and parked on the Greenway by a couple men taking a smoke break from working at NHC. Tim requested that the TOF install bollards in asphalt Greenway near the NHC drive to prevent reoccurrence of vehicular travel on the Greenway.

c) Replace aging cypresses at Recreation Area; Chet

i) Southern Designs estimate \$530-\$4,144 too much; \$1,500 budgeted for 2020

d) Pool resurfacing: Re the proposed 2020 budgeted pool resurfacing at \$50K estimated cost, Paul received the following bids. Decision of which bid to accept was deferred to the 2020 SHA BOD. \$43,000 - Delgado Pool Plaster has been selected as the winner of contract for resurfacing the pool

5) New business

a) Financial Report, Budget, Dues & Invoices Tim

i) Reviewed last month's financials & current year budget. Collected 10 membership dues as of today.

ii) Federal and state tax returns and reports

(1) Forms W-2 due NLT January 31st

(a) prepared for SHA lifeguard employees by ADP, mailed by Brian

(2) 2019 Forms 1096 and 1099 due NLT January 31st

(a) re >\$600 paid to non-corporate contractors,

(b) 2019 Forms 1096 and 1099s were timely prepared and issued by Tim

- (3) TN Annual Report due NLT April 1st
- (4) U.S. Form 1120-H, due NLT April 15th
- (5) No TN F&E Tax Return required for qualified HOA
- b) 2020 SHA member dues invoices and mail prep
 - i) Presentation of current year invoices dated February 4, 2020, ‘Due on Receipt’
 - ii) Assessments not paid within 30 days of invoice are delinquent and subject to a 10% per annum interest charge³.
 - iii) Envelope stuffing & posting by BODs
- c) 2020 SHA Limited Memberships
 - i) Stingrays - Chet to submit the contract. Tim to submit an invoice to the Stingrays for use of pool. 8 equivalent Limited SHA Membership slots
 - ii) Non-Resident Limited SHA Memberships – 12 to 15 slots available. Brian will be sending out the letters to previous year members.
- d) Committee Reports
 - i) Grounds Maintenance - 2020 Projects. Chet
 - (1) Chet to obtain new mowing contract.
 - (2) New batteries required for the key card readers
 - (3) New key cards needed for new season.
 - (4) New single access will be installed before the beginning of the season.
 - (5) Street light installation schedule, no installations planned for this year.
 - (6) Pool & Recreation Areas
 - ii) Social (Calendar – Roxana, Facebook, Newsletters - Jessica) Shane
 - Spring Break Knox County Schools – March 16th – 21st
 - Spring Garage Sale – March 28
 - Easter Egg Hunt – April 4/ Rain date – April 11th
 - Last Day of Knox County Schools – May 21st
 - Open pool day – May 21st
 - Open pool party day – May 22nd
 - Memorial Day – May 25th

³ Article X, 2017 Bylaws; consistent with Article XI of the 2007 Bylaws

- 4th of July
 - Labor Day/ Pool Closing – September 7th
 - Fall Garage Sale – October 10th
 - Fall Festival – October 17th / Rain Date October 31st
 - All Sugarwood Coffee Club meetings are on the 2nd Tuesday of every month
 - Book Club meets every 3rd Thursday of every month
- e) Planning Committee Chet
- i) SHA BOD Appointments to Planning Committee⁴ - Chet Carbaugh, Paul Hester, Dirk Pohlmann, Michelle Broadhurst and Brad Rector
 - ii) SHA Planning Committee Reporting
- 6) Next SHA BOD Meetings (date, time & location) – March 3rd/ April 7th/ May 5th/ June 2nd/ July 7th/ all Board Meetings are held at Broadhurst Residence at 6:30 PM
- 7) Adjournment 8:40 PM

⁴ 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.