



Board of Directors Meeting Agenda

April 7, 2020 at 6:30 PM

Venue: ZOOM

Directors:

- Brian Broadhurst jbrianbroadhurst@gmail.com
- Chet Carbaugh chet.carbaugh@charter.net
- Roxana Ceausu roxy_jc@yahoo.com
- Jessica Clark jessicamclark33@gmail.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 directors¹ @ 6:39pm Tim
- 2) Presentation & Approval of minutes from prior meeting Roxana
 - a) March 3, 2020 BOD meeting
- 3) Open issues
 - a) Town of Farragut easement purchase offer regarding Virtue Road widening
 - i) Status same as reported at February BOD meeting
 - b) Sugarwood Greenway maintenance
 - i) Status same as reported at February BOD meeting; TOF has not taken any action to correct the state of disrepair of the Sugarwood Greenway; the asphalt walkway cracks present hazard to pedestrians.
 - c) Pool resurfacing Paul
 - i) \$43,000 original bid - Delgado Pool Plaster
 - ii) \$ 5,000 change order approved to chip down to more solid base
- 4) New business
 - a) Financial Report, Budget, Dues & Invoices Tim
 - i) Review last month's financials & current year budget
 - ii) Federal and state tax returns and reports
 - (1) TN Annual Report due NLT April 1st ; Tim completed & filed 2/18/20
 - (2) U.S. Form 1120-H, due NLT April 15th;

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

- (a) Tim completed and filed 2/27/20
- (b) \$1,259 non-exempt function income tax remitted via EFTPS
- (3) No TN F&E Tax Return required for qualified HOA
- b) 2020 SHA member dues invoices
 - i) Presentation of 033120 YTD SHA February 4, 2020, 'Due on Receipt' invoices
 - ii) \$71,817 (~ 82%, 217 SHA members) collected this year vs. \$64,475 p/y
 - iii) P/y delinquent accounts collected,
 - (1) Foust & Jackson collected, liens released
 - (2) \$781 legal & lien filing fees recovered
 - iv) Several reminders issued via email re invoices not paid within 30 days of invoice, with notation that they are delinquent and subject to a 10% per annum interest charge².
- c) 2020 SHA Limited Memberships
 - i) Stingrays - 8 equivalent Ltd SHA Membership slots, \$3,435 fee due 050120
Tentative swim meets June 2, 9, 30 & July 16th
 - ii) Non-Resident Limited SHA Memberships – 12 to 15 slots available,
A few inquiries received by email, Brian has received 2 applications with payments. BOD decided to table SHA limited memberships pending resolution of COVID-19, TN and Health Department Stay At Home Order, social distancing, etc.
- d) Committee Reports
 - i) Grounds Maintenance - 2020 Projects Chet
 - ii) Pool & Recreation Areas Paul
 - iii) COVID 19
 - (1) Knox County Health Department (KCHD) and its Senior Director, Dr. Martha Buchanan, M.D., the county and city assembled a Joint Information Center (JIC) to help disseminate appropriate messaging to stakeholders as it relates to COVID-19. Mike Donila (mike.donila@knoxcounty.org tele 865-306-1177) has been appointed as the liaison to all elected local leaders and serve as the source of the latest information as it relates to the virus and contact to the health department.

² Article X, 2017 Bylaws; consistent with Article XI of the 2007 Bylaws

- (2) COVID 19 delay in access to SHA recreational area

- (3) March 23, 2020 Knox County Health Department Issues Safer at Home Order
Until further notice, all businesses not performing essential services have been ordered closed for 14 days beginning at 12:01 a.m. Tuesday, March 24. A complete list of essential service categories can be found at <https://knoxcounty.org/health/coronavirus>.

- (4) April 2, TN Gov, Bill Lee Executive Order No. 23 Stay at Home Order -
Governor's Order was effective immediately after announced on Tuesday, April 2, 2020, and lasts through Tuesday, April 14, 2020 at 11:59pm CDT.
 - iv) Social (Calendar, Facebook & Newsletters) Shane
 - e) Planning Committee Chet
 - i) SHA BOD Appointments to Planning Committee³
 - ii) SHA Planning Committee Reporting

- 5) Next SHA BOD Meetings (date, time & location) at 6:30 May 5th online via Zoom, due to COVID 19

- 6) Adjournment @ 8:10pm

³ 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.