



## Board of Directors Meeting Minutes

February 8, 2021 at 6:30 PM

Venue: Zoom.

### Directors:

- Michelle Bell [mlb483@gmail.com](mailto:mlb483@gmail.com)
- Jessica Clark [jessicamclark33@gmail.com](mailto:jessicamclark33@gmail.com)
- Roxana Ceausu [roxy\\_jc@yahoo.com](mailto:roxy_jc@yahoo.com)
- Paul Hester [pdhester@gmail.com](mailto:pdhester@gmail.com)
- Shane Pohlmann [dying2ski@yahoo.com](mailto:dying2ski@yahoo.com)
- Tim Phillips [tgphillips@icloud.com](mailto:tgphillips@icloud.com)
- David Smith [davidsmith3@outlook.com](mailto:davidsmith3@outlook.com)

- 1) Call to order and declaration of quorum of directors<sup>1</sup> at 6:41 pm.
- 2) Presentation & Approval of minutes from prior meeting
  - a) January 5th, 2021
  - b) Annual Members Meeting Minutes January 9, 2021
- 3) Electing new office positions within the board of directors<sup>2</sup>
  - i. President Shane Pohlmann
  - ii. Vice-President Tim Phillips
  - iii. Secretary Roxana Ceausu
  - iv. Treasurer David Smith
  - v. Director at Large Michelle Bell (assist/backup secretary)
  - vi. Director at Large Paul Hester (pool and recreational property maintenance)
  - vii. Director at Large Jessica Clark
- 4) Old Open Issues
- 5) New business
  - a) 2021 Financial Reports, Budget, Dues & Invoices
    - i. Last month's financials being reviewed and compiled; will be distributed to BOD after meeting.
    - ii. Federal and state tax returns and reports
      - a. Forms W-2 due NLT January 31<sup>st</sup>
      - b. Prepared for SHA lifeguard/employees by ADP, David mailed to employees last week.
    - iii. Forms 1096 and 1099 due NLT January 31<sup>st</sup>
      - a. re >\$600 paid to non-corporate contractors,
      - b. 2020 Forms 1096 and 1099s were timely prepared and issued by Tim.
      - c. TN Annual Report due NLT April 1<sup>st</sup>,

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

<sup>2</sup> 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.

- (a) Tim to be prepare and file after the annual election of corporate officers.
- iv. U.S. Form 1120-H, due NLT April 15<sup>th</sup>
  - a. Tim to prepare and file.
- v. No TN F&E Tax Return required for qualified HOA.
- vi. Annual SHA member dues invoices, Tim prepared and mailed or emailed January 9<sup>th</sup> – 16<sup>th</sup>.

b) Committee Reports

- i. Grounds Maintenance and Improvements
    - a. Lawn Service
      - (a) Presley's 2021 Lawn Service Estimate\_ \$10,200
      - (b) 2020 concerns/complaints
      - (c) 2021 Presley's - SHA Independent Contractor Agreement; Tim to discuss with Presley.
    - b. 2021 budgeted repair expenses
      - (a) Replacement of 2 flags at entrance & 1 at pool - \$125
      - (b) Replacement of bollard at parking lot - \$200
    - c. 2021 budgeted capital improvement items to be deferred until after a substantial amount of the 2021 SHA membership dues are collected.
      - (a) Two street light installations - \$5,000.
      - (b) Signs @ Entrance & Rec Area - \$5,500
  - ii. Pool & Recreation Area Maintenance
    - a. 2021 budgeted repair expenses
      - (a) Rebuild of big pool motor - \$500, Paul.
    - b. 2021 budgeted items to be deferred until after a substantial amount of the 2021 SHA membership dues are collected.
      - (a) Key Card System-Gate safety exit solenoid - \$1,300
      - (b) Replacement of bushes at the pool/pavilion - \$1,000.
      - (c) Pool equipment, maintenance, and parts - \$6,400
- c) Social (Calendar, Facebook & Newsletters)
- i. The official Sugarwood Facebook <http://www.sugarwood.org> is a place for Sugarwood residents to promote neighborhood events, share pictures, positive ideas and thoughts and inspire a sense of community.
    - a. Issues requiring consideration by the BOD should be submitted to the SHA BOD via postal mail or email [sugarwoodboard@sugarwood.org](mailto:sugarwoodboard@sugarwood.org)
  - ii. Newsletter should include an announcement that the Annual Homeowners Fees Invoices have been issued via postal mail or email. Assessments not paid within 30 days of invoice are subject to a 10% per annum interest charge.<sup>3</sup>
    - a. Shane to do newsletters.
- d) Playground Exploration Committee

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<sup>3</sup> Unified Restrictions Article 25; 2017 Bylaws Article X

- i. Forming the committee
  - a. Roxana Ceausu, Chair, Jessica Clark, plus 2-3 other non-board members TBD
  - b. Sue Stuhl, TOF Parks & Recreation Director to be contacted for ideas and contacts re playground equipment.
  
- e) Pickleball striping of the tennis courts.
  - i. SHA has a prior year bid, striping to be deferred to the Spring.
  
- f) Planning Committee
  - i. SHA Planning Committee Member Assignment<sup>4</sup>
    - a. Paul Hester, Dirk Pohlmann; few more Planning Committee volunteers to be solicited.
  
- g) Volunteer Workday
  
- 6) Neighborhood Security solicited by third-party; discussed and declined due to high annual expense; SHA homeowners determine and handle their own property security needs.
  
- 7) Next SHA BOD Meetings (date, time & location) at 6:30 March 8th online via Zoom, due to COVID-19
  
- 8) Adjournment at 8:27 pm.

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<sup>4</sup> 2002 Declaration of Amended and Unified Restrictions - Sugarwood Subdivision, Article 5, Board of Directors shall appoint for two-year terms not fewer than three or more than five members of the Planning Committee.