

Appr 11/2/21

**Turtle Creek I & II HOA  
Board of Director Meeting Minutes  
October 25, 2021 at Ameritech Management**

**Board members present were:**

Damian Kondrotas - President, Paula Uselis – Treasurer, Denise Hart - Secretary, Pete Jula – Director, Ray Harrison – Director, Beverly Neubecker - Ameritech Management

**Board Members not present:** Herb Chavanne – Director, Gary Williams – Director

**Guests present:** Nancy Jula

**Meeting Called to Order**

The meeting was called to order at 2:06 pm by Beverly Neubecker.

**Reading of the Minutes**

Ray moved to waive the reading and approve the minutes from the September 28, 2021 meeting, seconded by Denise. All members were in favor – motion carried.

**Manager's Report**

- **Collections** – Reported 1 delinquent unit owes July HOA fee.
- **Walk-through TC** – 13 new violations; 11 violations receiving second notices
- **Correspondence** – Two homeowners provided updates on their violation letters

**Treasurer's Report**

September financials were sent to all Board members on 10/8/21 for review. Paula stated that through September 30, 2021 the HOA was still operating under budget. There have been no unexpected expenses as of 9/30/21. Paula pointed out that the yearly HOA tax preparation was completed in September for a fee of \$325 which was budgeted.

**Unfinished Business**

- **Tree Trimming** – The agreement with Peckerheads for 9 palm trees cleaned/trimmed and 18 Oak trees trimmed and canopy raised to allow for large trucks was terminated as they could not fulfill the order. Paula motioned that the HOA offer the work to the second vendor that presented a proposal (Joey Tree) for the amount of \$4050. Ray seconded the motion. All were in favor – motion passed.
- **Monument Cleaning and Paint** – this work will be scheduled after tree trimming is complete.
- **Code of Conduct** – Paula motioned that the “Board Member Code of Conduct” be adopted with the one agreed upon modification. Denise seconded the motion. All were in favor – motion passed. Paula will update the document and distribute to all Board members. All Board members will need to execute at the next meeting.

**New Business**

- **Financial Re-Allocation** – Paula motioned that the payment to Consolidated Electric LLC for \$3,314 which was posted to account # 6100 – Repair in August should instead be paid from the Reserve account 9030 for Knee Walls. Denise seconded the motion. All were in favor – motion passed.

- **Electric Meters** – Paula motioned that Duke Power accounts 0680195519 with meter located at 4706 ELW Parkway and account 9756049241 with meter located at 4935 ELW Parkway be closed since Duke cannot identify what is running from these meters. Pete seconded the motion. All were in favor – motion passed. Paula will call Duke and close the accounts.
- **Collections** – Paula motioned that 105 Kelley’s Trail be sent to the attorney for collection of HOA fees; and that 20 Randall Court and 80 Stanton Circle will be sent a courtesy letter regarding the increase of the HOA fee for this fiscal year. Dennise seconded the motion. All were in favor – motion passed.
- **Holiday Decorations** – Paula will try to locate the existing decorations used in previous years. Paula agreed to buy any additional decorations needed. Paula motioned that the budget for decorations be up to \$1000. Dennise seconded the motion. All were in favor – motion passed.

**Next Meeting**

Tuesday - November 30, 2021 at 3:30pm at Ameritech  
 No December meeting.

**Meeting Adjourned**

Pete proposed that the meeting adjourn at 3:12pm. Ray seconded and all were in favor.

**Action Items before Next Meeting**

- **Beverly**
  1. Schedule tree trimming with Joey Tree, then let Gruber, Harrison, and the Board know the date of the oak trimming.
  2. As soon as a date is provided please schedule painters for the monuments, as there seems to be a long lead time for painting.
  3. Send 105 Kelley’s Trail to the attorney for collections
  4. Send courtesy letters to 20 Randall Court and 80 Stanton Circle regarding the increase of the HOA fee for this fiscal year.
- **Paula**
  1. Update the “Board Member Code of Conduct”
  2. Coordinate the financial re-allocation
  3. Terminate two Duke accounts
  4. Coordinate holiday decorations