

Nottingham Estates Homeowner's Association

Board of Directors Meeting

February 25, 2018

CALL TO ORDER

Meeting was called to order at 4:08PM at Lauren McCain's residence: 13819 East 93rd Circle North, Owasso, OK 74055.

BOARD MEMBERS AND OFFICER IN ATTENDANCE:

Veronica Lechtenberger Ron Foore Lauren McCain Barry Eggert Kayla Puckett

OLD BUSINESS AND OPEN ISSUES

- 1) Pond -
 - a. Erosion – Per an update from John Cook, Fred Menge is working on a quote/estimate.
 - b. Waterfall – In years past, bids for repair were obtained. Prior HOA Board of Directors decided the bid amounts were not practical. Investigations into the repair found the water basin foundation is not level. Additionally, the pump may need repair. The pump is extremely challenging to access. Closing this item for further discuss at this time.
 - c. Electrical – Need to follow-up with John Cook to see if this is still on his radar as wiring is still exposed. It was mentioned to see if moving control within trap door could be a possibility. When improvements are made it would be best to have Board Member onsite to approve work.
- 2) Dredging drainage Creek & Small Pond – Schaffner Lawn may know resource to get quote/estimate. Ron Foore will reach out to John Davis who did this work in the past to see about other potential service providers.
- 3) Repair of play areas – Lauren McCain will create a survey of potential ideas for repair/replacement of play areas to poll Nottingham Estates residents. Ideas mentioned in Meeting included: New Playground Equipment, Disc Golf Course, Splash Pad, Grill installed at pavilion.
- 4) Park Drainage – Barry Eggert will follow-up with SethAnn Beard and Bythe Boyd who have looked into this issue in the past and see what head way was made and where we can pick up.
- 5) TurnPro Pond Contract – This contract was renewed for another year. This item can be closed.
- 6) Schaffner Lawn Contract – This contract was renewed for another year. This item can be closed.
- 7) Debit Card – Kayla Puckett will instruct the Bank to put a daily Withdrawal/POS Limit on the HOA account debit card to reduce risk exposure. Additionally, she will instruct the Bank to activate the Surveillance Service, which is free of charge.
- 8) 2016 Financial Review – This item can be closed.
- 9) Email Account – Barry Eggert moved to start using our business (web site) email address for official correspondence instead of using a personal address. Board voted 3 to 1 against using the business email address.
- 10) Procedure Letter for Fines, etc. – Lauren McCain will draw up a proposed procedure for the Board to review.

11) Social Event – Lauren McCain will add this to the Survey. Additionally, the Survey will attempt to find Volunteers for Members for a Social Committee as well as ideas for Neighborhood Events.

12) Other –

- a. The Board approved Kayla Puckett's request to not put advertising in the 2018 Homeowners Directory. Kayla's request to eliminate publishing a hard copy Directory will be addressed in the neighborhood survey.

NEW BUSINESS

- 1) Update our Financial Reporting – Update the Association's Financial System – Barry Eggert recommended we look into replacing the current outdated spreadsheet system with simple to use financial software to improve transaction accuracy, reporting, and internal controls. The Board voted 3 to 1 against the recommendation.
- 2) Financial Review – It was decided as Barry Eggert and Veronica Lechtenberger have accounting backgrounds/professions their monthly review of the Financials will suffice. Any questions or additional information needed will be presented to Kayla Puckett.
- 3) Owasso HOA Leadership Meeting Report – Ron Foore gave a brief summary of his attendance to the Conference. He produced a thorough document as well for each attendee.
- 4) Katie Sallee Resignation – Katie's resignation request has created one opening to the Board of Directors. The Board will look for a replacement to finish her term which expires at the end of 2018 and will also be mentioned in the neighborhood survey.

Next Meeting will be held at Barry Eggert's residence at 4:00PM on Sunday, April 8th.

ADJOURNMENT – 6:30 PM

Respectfully submitted,

Lauren McCain, Secretary