

**TPSHA Board Meeting
Minutes
February 8, 2018
6:30 pm – Laurie Foondle’s House**

Members Present: Brian Corcoran, Laurie Foondle, Terri Hutter, Jim Sisung

Members Absent: Lindsay LaJoye

A. Approve Agenda

Moved by Terri, seconded by Brian, to approve the agenda. Motion carried unanimously.

B. Confirm New Officers

President – Laurie Foondle
Vice President – Jim Sisung
Maintenance - Brian Corcoran
Treasurer - Terri Hutter
Secretary - Lindsay LaJoye

Moved by Terri, seconded by Jim, to approve the new officers. Motion carried unanimously.

C. Approve December 2017 Meeting Minutes

Moved by Brian, seconded by Jim, to approve the minutes. Motion carried unanimously.

D. Approve Bills/Sign Checks

Check 1058, \$215.50 – DTE Energy (electric)
Check 1059, \$1350.00 – DK Services (snow removal)

Moved by Terri, seconded by Jim, to approve the bills. Motion carried unanimously.

E. Review 2017 Budget, Financial Statements

The budget and financial statements were reviewed. All of the budgeted items are tracking as expected.

F. Old Business

a. Delinquent Homeowners – Status

Terri reported that there were seven homeowners delinquent in their dues payments. She would make contacts as necessary, following an update from our bookkeeper.

b. TPSHA Website – Update (WordPress Software)

Kris Foondle was present and reported that he was working on making the website transition to WordPress. He was looking for updated pictures to post on the website and working on uploading PDFs into the new software. He hoped to have this completed soon.

G. New Business

a. TPSHA Correspondence – Homeowner-related Issues

Laurie addressed the email sent about keeping dogs from running loose and cleaning up after them.

b. Mailbox Keys

It was brought to the Board's attention that the post office does not handle or have any of the homeowners' spare keys. All of the keys were provided to the homeowners when the mailboxes were installed (they were required to provide identification at the post office in order to obtain their keys). Homeowners can make copies of their current keys as needed. If all of their keys are misplaced, then it will be up to the homeowner to contact a locksmith to replace their lock and issue them a new key. Laurie said she would send an email to the homeowners with this information.

c. Quarterly Statements – Distribution via Email

The Board agreed to begin providing quarterly statements via email. A letter would be included in the next quarterly statement (via USPS mail) notifying homeowners that it would be the last time they would receive a paper statement. Delivering the bills via email will save in postage and efficiency.

d. Dues – Auto Payment Option

The Board agreed to explore the option with its bank and possibly use Paypal as an option for homeowners to pay their dues. Terri would inform our bookkeeper about this, who would investigate this option.

e. Road Fund – More Aggressive Investments

It was agreed that none of the Board members were financial advisors and in a position to be investing our money. It is the Board's fiduciary duty to the homeowners to not lose principal. We will continue to make money through our interest-bearing accounts and CDs.

f. Set Date for Spring Clean-up

Spring clean-up date is set for May 5th.

H. Grounds Maintenance

a. Pond Treatment Permit Signatures

Terri was working on getting the signatures from the 12 homeowners adjacent to the west pond; stating that she currently had three.

b. Phragmites Cutting

Brian will get more clarification on what was done last year and what the plan is for this year.

I. Open Floor

Issues raised to discuss in the coming year are enforcing CCR's and reviewing our contract for snow plow requirements (relative to snow depth for roads and driveways).

J. Set Dates/Locations for Upcoming Meetings

March 8th and April 12th dates were set.

K. Adjournment

The meeting was adjourned at 8:05 p.m.