**Copperfield Neighborhood Association Board**

**January 10, 2023 Meeting Minutes**

**Present:**

Josh Fain

Tripp Corum

Clifton Daugherty

Eddy Demarcus

Travis McKenzie

CA Post

Mark Yates

Tammy Walters – Property Management

**The December board meeting was called to order at 8:05 p.m. A quorum was present.**

**Minutes**

*December Minutes*

Upon motion duly made, seconded and carried unanimously, it was:

RESOLVED, that the December board meeting minutes were approved.

**Homeowner Forum**

No owners in attendance.

1. **Social Committee – Erin O’Brien**
	1. **Christmas Light Awards**

Ms. O’Brien returned the signs and requested a key so that the group could pick up and return items as needed.

* 1. **Upcoming Events**

Ladies Night has been successful, and they will continue to plan one event per month.

Next event is:

* February – Adult event, trivia night/food truck
1. **Association Management**

Mrs. Walters provided her report to the board to include a report of the current account balances, account receivable standing, and duties completed in the last month.

1. **Treasurer’s Report**

Mrs. Walters provided the current Profit and Loss Statement and all questions were answered.

1. **Facilities Report**
	1. **Pool Cover**

Mr. Yates reported that it will be inspected next week.

* 1. **Basement Cleanup**

Mr. Yates asked about coordinating a cleanup.

* 1. **Rear Door**

Mr. Yates reported that the doors are functional, but he will obtain quotes for repairs/replacements.

* 1. **Replace Clubhouse Outlets and Switches by the Front Door**

Mr. Yates will coordinate with painting project. Mr. McKenzie will coordinate with smart home items.

* 1. **Painting**

Mr. Yates will secure bids for interior painting.

* 1. **Capital Improvement Plan**

Mr. Yates provided the following list of items:

* Five-year tree replacement plan
* Interior painting of the clubhouse
* Identification monument
* New lighting for the flag
* New handrails at the clubhouse
* Parking lot crack repair and resealing
* New announcement board
* Permanent gazebos
* Replace pool pump room frame and door
* Gutter replacement
* Lock replacements for clubhouse
	1. **Roof Replacement**

Mr. Yates stated that the contractor has provided updated information to the insurance company, but they are not accepting that alone and want additional information from the association. He will coordinate with Mrs. Walters.

* 1. **Christmas Lighting**

Upon motion duly made, seconded and carried unanimously, it was:

RESOLVED, that the board approved to pay $1,590.00 to Sharp Lawn for additional lights and installation.

* 1. **Tree removal in the berm**

Mr. Yates reported that there are two dying pine trees close to a home in the front entrance common area and provided an estimate of $2,968.00 to do the work.

Upon motion duly made, seconded and carried unanimously, it was:

RESOLVED, that the board approved to pay $2,968.00 to Big Beaver Tree Service for tree removal and cleanup.

* 1. **Marquee Sign**

Mr. Yates obtained a quote for replacement. Mr. Post offered to take a look at it to see if he could work with the sign as-is. Mr. DeMarcus will see if he can obtain another quote.

The board decided to wait until next month to make a decision on this matter.

1. **Old Business**
	1. **Neighborhood Walking Tour**

Board discussed walking the neighborhood on Monday, January 16 at 2:00 pm.

* 1. **Acoustic Panels**

Mr. Yates will obtain an additional quote.

* 1. **Re-key Clubhouse Estimate**

Mr. McKenzie purchased three Hubspace WiFi Deadbolts and a new front entry door handle. The three trial doors have been updated to rear door, interior basement door and front door. Mr. Yates will have them installed.

1. **New Business**
	1. **Internet Replacement**

Mr. McKenzie reported that Spectrum is up and running and as soon as the phone service is up and running, Windstream and DirectTV will be disconnected. Spectrum is also going to provide a hot spot as part of the package.

* 1. **Neighborhood Website**

Mrs. Walters will obtain quote for website re-design.

* 1. **Marquee**

Mr. Post volunteered to update the marquee. The current sign is in disrepair and needs to be replaced. The letters frequently fall out and the felt is bad. Mr. Yates will check with Signarama to see if they have a solution.

* 1. **E-mail management system**

Mr. McKenzie has researched and recommends Hubspot to use the existing contact list for record management and communication with neighbors. Website could be used to opt in/out of communication.

The next Board meeting will be held on February 7, 2023 at 8:00 p.m.

There being no further business, upon motion duly made, seconded, and carried, the meeting was adjourned at 9:16 p.m.

Respectfully submitted,

CA Post, Secretary and

Tamara Walters, Property Manager