**Copperfield Neighborhood Association Board**

**December 13, 2022 Meeting Minutes**

**Present:**

Josh Fain

Tripp Corum

Clifton Daugherty

Eddy Demarcus

Travis McKenzie

CA Post

Mark Yates

Tammy Walters – Property Management

**Business via E-mail Prior to Meeting**

Some business was conducted by e-mail after the board meeting of November 1, 2022, but prior to December 13, 2022. As such, the following votes were taken in email.

**Street Signs** - On November 17, 2022, as a matter of urgency Mr. Fain made a motion to repair a damaged sign and install one remaining street sign due to soon-to-be freezing weather.

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

RESOLVED, that an amount not to exceed $1,500 for the repair of a sign and installation of the last street sign was approved.

**Christmas Lights** - On November 22, 2022, Mr. Yates presented four bids for Christmas lights installation, with the recommendation to select Sharp Lawn with a total cost, which would include purchase of new lights, of $6,222.00.

Although not formally presented as a motion, the board treated this proposal as a motion and it was unanimously:

RESOLVED, that the Sharp Lawn proposal was approved, and the lights would be installed between December 5 and 9.

**Santa** - On December 9, 2022, Josh Fain proposed paying for Santa to appear at the clubhouse on Sunday, December 11.

As it was unclear whether this was in the pre-approved Social Committee budget, so the motion was made to ensure Santa would be paid and with four affirmative votes and three abstentions, it was:

RESOLVED, that the Social Committee could hire Santa Claus for their upcoming event.

Mrs. O’Brien paid $200 from her personal checking and needs reimbursement.

**The December board meeting was called to order at 8:02 p.m. A quorum was present.**

**Minutes**

*November Minutes*

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

RESOLVED, that the November board meetings were approved.

Mr. Post presented each board member with a printed copy of the Copperfield Neighborhood By-laws and Deed of Restrictions for ease of access and review when questions involving these issues arise, aligning with Mr. Fain’s expressed intent in email that we take the By-laws very seriously.

**Homeowner Forum**

Erin Stouffer was in attendance to assist with acoustic panel design. This is the only presentation of this idea so far. (See Old Business below.)

1. **Social Committee – Amanda Escola**
	1. **Santa**

Santa visit had a nice turnout.

* 1. **Christmas Light Awards**

The committee has looked for yard signs to distribute once judging takes place. Mr. Demarcus and Mr. Yates mentioned that Signarama should have pattern if needed.

* 1. **Upcoming Events**

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

Tentative events are as follows:

* January – Ladies night
* February – Adult event, possibly trivia night/food truck
* March 25 – Easter event
* April/May – Teen night
* June 3 – Pool event
* July 4 – Neighborhood typically has a large event

The Social Committee is interested in a projector and screen for this summer. A screen has been donated and another member has a projector, but they still need speakers for louder sound.

Mr. Demarcus asked if the committee had considered a Valentine’s event for high school aged kids. Amanda said she would look into this possibility.

* 1. **Event Cleanup**

Mr. Fain reminded the committee to make sure they cleanup after events.

* 1. **Christmas Lights**

Mr. Yates reported that he found additional lights in the basement and they will be installed this week.

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 will schedule assessment of the damaged pool cover.

* 1. **Rear Door**

Mr. Yates has reported a temporary repair and will obtain quotes for replacements.

* 1. **LexServ Credit**

Mr. Yates has followed up with LexServ and that will show up next month on the bill.

* 1. **Painting**

Mr. Yates will secure bids for interior painting.

* 1. **Replacing Clubhouse Outlets**

Mr. Yates will secure bids for replacing outlets and covers.

* 1. **Landscape Lighting**

Mr. Yates reported that two photocells were replaced this week.

1. **Old Business**
	1. **Acoustic Panels**

Erin Stouffer, Architect and homeowner in neighborhood, was in attendance to present options for acoustic wall coverings including different prints, styles and installation types. She will send proposals with pricing for the board’s review.

* 1. **Dye Landscape Project**

Mr. Daugherty reported that the landscape has been installed. This is for the replacement of trees that were removed west of the tennis courts.

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

Hubspace Locks from Home Depot are the recommended solution at $100 per door.

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

RESOLVED, that the board approved to purchase the equipment for three doors.

Mr. McKenzie will make the purchase and will coordinate installation with Mr. Yates. The three trial doors are rear door, basement door and swim club office.

* 1. **Roof Replacement**

Mr. Yates will work through the appeal process for the roof. Mrs. Walters will send him the contact information for the insurance agent.

* 1. **Street Tree – Approved List**

Mr. Fain stated that the list needs to be maintained and that a street is missing from the list for tree assignment.

* 1. **Neighborhood Walking Tour**

Board discussed options but did not confirm a date.

* 1. **Pool Management Contract**

The pool management company will meet with board members to get the new contract signed the week of November 9.

1. **New Business**
	1. **2023 Budget**

Mr. Post recommended adding more money to the savings account to increase “rainy day” fund. Board discussed options for funding the savings account.

Mr. Yates is working on the capital projects list.

* 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. **Email management system**

Mr. McKenzie has researched email options such as MailChimp and Constant Contact. They provide a lot of flexibility in reaching homeowners.

Mr. Corum also mentioned using Reach for sending text blasts.

* 1. **Property Management**

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

RESOLVED, that the board approved to renew the property management contract for another year, December 1, 2022 through November 30, 2023.

The next Board meeting will be held on January 10, 2023 at 8:00 p.m.

There being no further business, upon motion duly made, seconded, and carried, the meeting was adjourned at 9:32 p.m.

Respectfully submitted

CA Post, Secretary and

Tamara Walters, Property Manager