

**Copperfield Neighborhood Association Board**  
**November 12, 2024 Board Meeting Minutes**

**Present:**

Josh Fain  
Brent Perry  
Clifton Daugherty  
Brent Hourigan  
Daniel Mercer  
Eddy DeMarcus (arrived at 7:40 pm)  
Mark Yates

Tammy Walters – Association Manager

**Absent:** None

**Minutes:**

Tammy Walters

**The November board meeting was called to order at 7:30 p.m. A quorum was present.**

**Minutes**

Upon motion duly made, seconded and carried unanimously, it was:  
RESOLVED, that the September 26, 2024 minutes were approved.

**Homeowner Forum/Resident Concerns**

- Paul Drake was called on first and expressed his interest in the pool discussion taking place.
- Warren Anderson was called on next. He stated that he was the former chair of Save the Pool Committee, came to express concerns about lack of transparency about the pool and financial condition of the association. He would like the board to send an email to the entire neighborhood about the pool and how the money will be spent. Last he heard, there was vandalism, and the resulting repairs are a big-ticket item. He also wanted to be sure the board performed due diligence in choosing a vendor to make the repairs. He claims the chosen vendor has filed bankruptcy when beginning other projects and failing to complete them. He expressed that he is cautious and wants to be thorough.
- Mr. Fain then took the time to describe that the association will be obtaining a loan for the repairs and paying it back through swim club funds. Mr. Fain also explained that the board has performed due diligence and that, given the pool issues, the issue needed to move forward urgently in order to have the pool ready for next season.
- At that point, several neighbors spoke up and the general concern/questions were:
  - Where is the transparency? They do not believe board has communicated effectively with the neighbors. Mr. Fain committed to doing so.
  - Where is the financial data, to include the budget for the project and the contract? Mr. Fain said that the information would be provided.
  - Are the funds for the neighborhood and pool being co-mingled? Mr. Fain responded that, with the exception of the initial downpayment for the project that would be returned to the neighborhood once the loan closes, no funds have been co-mingled.
  - Were three bids received for the project? Mr. Fain responded affirmatively.
  - Was an engineering firm hired to oversee the project? Mr. Fain responded that the current pool contractor has been hired to oversee the project.

- Will there be enough pool pass fees to cover the loan repayment and associated expenses? Mr. Fain explained that the income is approximately \$145,000 and would be enough to cover the loan payments and pool expenses.
- A neighbor expressed that people do want to keep the pool and just want to be sure that the money is kept separately, and that the effort hasn't been made to keep the neighborhood informed.
- Dan Stone confirmed that the association operates under one tax identification number. The concern is about the process and ensuring that the processes are followed.
- Mr. Fain thanked the group for attending and for their opinions.
- As neighbors left, several thanked the board and expressed appreciation for their volunteerism.

### **Social Committee – Jennifer Perry, Amanda Escola**

- Santa/Christmas Event – December 15 from 2:00 – 4:00 pm.
- Decorations – The committee will purchase decorations.
- Casino/Poker Night – Considering for Valentine's Day

### **Treasurer's Report**

- Mrs. Walters provided the current accounts receivable summary, account balances, and profit and loss statement.

### **Facilities**

- Chair/Committee Members – This will be addressed at the December meeting.
- Tree Removal – Mr. Hourigan is working with LFUCG about the dead trees to see if they will cover the removal. Mr. DeMarcus added that the weeds are overgrown as well.
- Additional Tree Removal – Mr. Fain presented a quote to remove a few trees. The board will consider at a later date.
- Street Signs – On hold until spring.
- Flag Pole – Mr. Fain spoke with Mr. Drake about replacing the flag.
- Front Stoop Staining – No update from Mr. Yates.
- Fence Repair/Windscreen Installation – The windscreen is in and waiting to be installed once the fence repairs are completed. Mr. Yates is working to get the repairs.

### **Pool**

- Sail Shade – Mr. Yates will ensure the repair is completed.
- Concrete Pad Configuration – Mr. Fain discussed the layout for the filter(s) and heater and how the fence will surround both and have a roof over the top. Mr. Perry mentioned that it would be helpful to have a design drawing presented. Mr. Fain agreed.
- Pool Gates/Locks Replacement – Mr. Yates did not provide an update.
- Deck/Basement Cleanout – Work on pool will begin in December and there will need to be some space created for deck items.

### **Old Business**

- Clubhouse Furniture – Mr. Fain sent an email with an option for replacing the clubhouse dining furniture. The board agreed to order four sets. Mr. Hourigan will shop around and report back.
- Clubhouse Rental Rates – Mr. Fain raised the issue and the board discussed options.  
Upon motion duly made, seconded and carried unanimously, it was:  
RESOLVED, that rental rate should increase to \$100 per 6-hour rental for the upstairs regardless of the day of the week, \$75 for the basement, and \$150 for the use of both and that all current rentals on the books for 2025 will be honored at the booked rate.

- Roof Insurance Claim – Mr. Fain reported that the insurance company would like to perform a reinspection to further consider the claim.
- Small Claims Court Lawsuit – The hearing is two weeks away and the association will have a representative present. Until resolved, Mrs. Walters should continue billing monthly, until the issue is resolved.
- Tech/Door Locks – Mr. Mercer volunteered to be the point of contact.
- Tennis Court Rules – Mr. Fain will have a recommendation before spring.
- Security System – Mr. Fain discussed options for a new camera installation with a low light option in the breezeway.

#### **New Business**

- Lexington Pools Contract Renewal – The one-year contract proposal for 2025 includes a 4.5% increase and winterization. The board will review.
- Property Management Renewal – The one-year contract proposal for 2025 includes the same duties and no rate increase. The board will review.

#### **Next Meeting Date**

- The next meeting will be held on December 10, 2024 at 8:00 p.m.

There being no further business, upon motion duly made, seconded, and carried, the meeting was adjourned at 9:07 p.m.

Respectfully submitted,  
Tamara Walters, Association Manager

**Property Management Report  
Copperfield Neighborhood Association  
November 2024 (September 27 – November 11)**

**Duties**

***Financial***

- Collected mail from clubhouse and deposited all assessments and October rental payments received.
- Responded to all billing and closing requests. Updated QuickBooks based on PVA updates as needed.
- Accounts Receivable Aging – Payment rate for 2023 – 99.5% (Two owners have not paid)
- Accounts Receivable Aging – Payment rate for 2024 – 99.5% (Same two owners have not paid)
- Need to send one overdue account to the attorney for lien.
- 2025 dues invoices will be mailed November 15.
  - Neighbors can pay by check, Zelle or Square (with fee)
- All accounts have been reconciled through October and available balances are indicated below.

**Available Account Balances in Online Banking as of November 12, 2024**

**Copperfield Neighborhood Association**

- Checking - \$4,518.02 (-\$7,453.95 in QuickBooks)
- Savings - \$50,864.58

**Copperfield Swim Club**

- Checking - \$33,424.14 (\$9,474.14 in QuickBooks)
- Savings - \$5,818.86

**Copperfield Neighborhood Association**  
**Budget vs Actual**  
**January 1 - November 12 2024**

	Total to Date	2024 Budget	Difference
<b>Income</b>			
Clubhouse Rental Fees	\$9,780.00	\$10,000.00	(\$220.00)
Dues	\$108,250.00	\$108,000.00	\$250.00
Fines/Refunds	\$110.00	\$0.00	\$110.00
Reimbursed Legal Expenses	\$0.00	\$0.00	\$0.00
Uncategorized Income	\$2,175.00	\$0.00	\$2,175.00
<b>Total Income</b>	<b>\$120,315.00</b>	<b>\$118,000.00</b>	<b>\$2,315.00</b>
<b>Gross Profit</b>	<b>\$120,315.00</b>	<b>\$118,000.00</b>	<b>\$2,315.00</b>
<b>Expenses</b>			
Association Management	\$14,300.00	\$15,600.00	\$1,300.00
Annual Report	\$35.00	\$0.00	(\$35.00)
Christmas Decorations	\$2,341.28	\$0.00	(\$2,341.28)
Clubhouse Management	\$5,500.00	\$6,000.00	\$500.00
Bank fees & service charges	\$28.40	\$0.00	(\$28.40)
General Repairs	\$5,721.99	\$24,050.00	\$18,328.01
Insurance	\$6,112.12	\$6,000.00	(\$112.12)
Irrigation	\$2,365.77	\$3,000.00	\$634.23
Landscaping/Mowing	\$68,599.76	\$21,000.00	(\$47,599.76)
<b>Total General Expenses</b>	<b>\$105,004.32</b>	<b>\$75,650.00</b>	<b>(\$29,354.32)</b>
<b>Legal &amp; Accounting Services</b>			
Accounting Fees	\$265.00	\$250.00	(\$15.00)
Legal Fees	\$2,250.00	\$0.00	(\$2,250.00)
<b>Total Legal &amp; Accounting Services</b>	<b>\$2,515.00</b>	<b>\$250.00</b>	<b>(\$2,265.00)</b>
<b>Office expenses</b>			
Office Supplies	\$206.95	\$0.00	(\$206.95)
Software & apps	\$284.07	\$0.00	(\$284.07)
<b>Total Office expenses</b>	<b>\$491.02</b>	<b>\$0.00</b>	<b>(\$491.02)</b>
Security	\$3,440.28	\$2,200.00	(\$1,240.28)
Social Activities	\$1,460.40	\$4,000.00	\$2,539.60
Taxes paid	\$943.73	\$1,000.00	\$56.27

<b>Utilities</b>			
Electricity	\$7,411.07	\$8,100.00	\$688.93
Gas	\$1,463.89	\$2,000.00	\$536.11
Internet & TV services	\$1,295.78	\$2,800.00	\$1,504.22
Sewer	\$22.82	\$0.00	(\$22.82)
Water	\$24,419.78	\$17,000.00	(\$7,419.78)
<b>Total Utilities</b>	<b>\$34,613.34</b>	<b>\$29,900.00</b>	<b>(\$4,713.34)</b>
Web Hosting	\$600.00	\$0.00	(\$600.00)
<b>Total Expenses</b>	<b>\$149,068.09</b>	<b>\$113,000.00</b>	<b>(\$36,068.09)</b>
<b>Net Operating Income</b>	<b>(\$28,753.09)</b>	<b>\$5,000.00</b>	<b>(\$33,753.09)</b>
<b>Other Income</b>			
Interest earned	\$975.52	\$0.00	\$975.52
Late Fees	\$2,150.00	\$0.00	\$2,150.00
<b>Total Other Income</b>	<b>\$3,125.52</b>	<b>\$0.00</b>	<b>\$3,125.52</b>
<b>Net Other Income</b>	<b>\$3,125.52</b>	<b>\$0.00</b>	<b>\$3,125.52</b>
Transfer to Savings	\$0.00	\$5,000.00	
<b>Net Income</b>	<b>(\$25,627.57)</b>	<b>\$0.00</b>	<b>(\$33,753.09)</b>

	<b>Total to Date</b>	<b>2024 Budget</b>	<b>Difference</b>
<b>Swim Club</b>			
<b>Income</b>			
Pool Pass Fees	\$160,279.20	\$0.00	\$160,279.20
<b>Expenses</b>			
Pool Operations	\$180,179.37	\$0.00	(\$180,179.37)
<b>Net Income</b>	<b>(\$19,900.17)</b>	<b>\$0.00</b>	<b>(\$19,900.17)</b>