

**Ceres Gleann Homeowners Board/TAC meeting  
Tuesday February 4, 2014, 3:30 p.m., Community Center**

**APPROVED 3/4/2014**

**Minutes**

**1. Welcome and Introductions**

At 3:37 p.m. Mike Stewart welcomed everyone to our Combination Ceres Gleann HOA Board/TAC Meeting.

**2. Ascertain if a Quorum is Present**

Mike Stewart, Ron Hannegan, Ron Dodge, Mike Holland and Ray Olmstead were present. Jim Fowler and Randy Rohman were absent. A quorum of both the Board and TAC are present. There are approximately 10 homeowners in attendance.

**3. Proof of Notice of Meeting**

The meeting was noticed in the February HOA Newsletter, in the HOA's Weekly Announcements & Reminders E-mails. The meeting agenda and all attached informational documentation were placed in the purple binder in the Community Center 3 days prior to the scheduled meeting.

**4. Approval of the Minutes of January 7, 2014 TAC Meeting – (attachment 1)**

Mike Stewart asked for any comments/corrections from the Board/TAC members. With no comments being raised, Mike Stewart stated that the draft January 7, 2014 meeting minutes stand approved as presented.

**5. Comments/Concerns/Questions/Topics from Homeowners**

There were no comments or concerns expressed at this time.

**6. Committee, Resource and Service Group Reports**

**Priority**

a. Finance Committee

1. Finance Reports for December 31, 2013 – (attachment 2 – distributed via e-mail)

No comments were made during the above HOA Financial Reports as presented.

2. Service Contract for Ceres Gleann HOA Clubhouse Cleaning (attachment 7) was presented to the Board and TAC members present. The proposed contract originated from the CFC Committee Chair, Judy Levis, and was reviewed by LaVonne Wilson, Finance Committee Interim Chair, & Finance Committee TAC Liaison, Mike Holland. The contract is with Sparkling Cleaners to clean the community center once a month. The cost of cleaning had been budgeted for in the CFC's 2014 general budget.

**A motion to approve the Sparkling Cleaners contract was made by Ron Dodge and seconded. The TAC members present voted unanimously to approve.**

**The Board members present voted unanimously to approve. Ron Hannegan, Declarant/Board Member, signed the contract for Jim Fowler, Declarant/HOA Board President.**

3. Mike Holland started a discussion regarding appointing LaVonne Wilson as Finance Committee Chair with the condition that homeowner Mel Hervey be available to her as a financial council. Mel did not want to be an official part of the Finance Committee, but would be available to LaVonne as a financial advisor .

**A motion to approve the appointment of LaVonne Wilson as the Finance Committee Chair was made by Ray Olmstead and seconded. The TAC members present voted unanimously to approve the appointment. The Board members present voted unanimously to approve the appointment of LaVonne Wilson as Chair for the HOA Finance Committee.**

A discussion was initiated by Mike Holland as to whether or not a resolution was needed to document the appointment of LaVonne as the Finance Committee Chair. A discussion followed.

It was decided that a resolution was not needed to document LaVonne's appointment as Finance Committee Chair. Mike Holland suggested that the TAC start a discussion about creating a list of business topics that would require using the resolution process and a list of topics that could be handled using a motion and vote. Ray Olmstead and Mike Holland will get together to bring back suggestions to the TAC & board.

- b. Communications Committee Vacancy Recommendations Memo – (attachment 6 – distributed via e-mail)

The Communications Committee recommendations for the Neighborhood Watch (Candi Carlisle), Announcements & Reminders (Pam Smith, Addie Rickey, Vicki Perdue, & Valerie Beuck), and the Residents Contact List (Barbara Connell) vacancies were presented to the Board/TAC members present. A short discussion followed.

**A motion to approve the Communications Committee's recommended candidates was made by Ray Olmstead and seconded. The TAC members present voted unanimously to approve the motion. The Board members present voted unanimously to approve the motion. The motion was passed.**

- c. Welcome Committee "Welcome to Ceres Gleann" notebook – Linda Holland

Linda Holland presented the latest version of the Welcome Committee's "Welcome to Ceres Gleann" handbook that will be presented to each new household shortly after they move in.

**A motion to approve the presented "Welcome to Ceres Gleann" handbook was made by Ray Olmstead and seconded. The TAC members present voted**

**unanimously to approve the motion. The Board members present voted to approve the motion. The motion was passed.**

Mike Stewart suggested that simple and/or inconsequential changes to the handbook do not need to come to the TAC and Board, but at a minimum the handbook should be reviewed annually.

Mike Stewart recommended that the revision date appear on the pages of the “Welcome to Ceres Gleann” handbook, so that it is easier to keep a manual current.

d. Landscape Committee New Construction Landscape Design and Installation Review/Approval Process – Ray Olmstead

Ray Olmstead reported that during the last Landscape Committee meeting a question was brought up as to what is the review/approval process for a new construction landscape design/installation. Upon review of the current ARC Design Review Manual , Submittal Application Form and Construction Contract that is currently being used on new construction, it was determined that there was no reference to the submission of a landscape design prior to purchase or installation of landscaping to the HOA Landscape Committee or any mention of the Landscape Manual. It was discussed that a working group needs to be formed to revise the ARC Design Manual, Submittal Application Form and Construction Contract so that the Landscape Issues are covered adequately.

Also during that meeting, the Landscape Committee suggested that they could create a one page document that presented all the significant landscape design requirements as bullet points. The landscape committee decided to start work on that document.

e. ARC Committee – Ron Hannegan

Ron Hannegan initiated a discussion as to whether or not the HOA thought he should retire as Chair of the Architectural Review Committee and have a resident as Chair. He would remain as a member of the ARC. A discussion followed.

The discussion seemed to settle on the fact that while the community was still in the “built-out” stage, that someone with his overall construction expertise and Ceres Gleann HOA History knowledge should play a major role in the Architectural Review Committee until the community is “built-out”. Ron Hannegan indicated that he would discuss with the ARC to get their thoughts.

**Regular**

- a. Other

**7. Unfinished Business**

**Priority**

- a. Update on Discussion of HOA Corporate Records Policies and Procedures – Mike Holland – (attachment 5 - distributed via e-mail)

Mike Holland discussed his review of the essential records being created, how long they should be retained and where they are being retained. Some are being kept by the contracted accountant; some are kept on the HOA's current website; some are being kept in the HOA Community Center locked filing cabinets; and, some are kept in the homeowner accessible 3-ring binders. There is redundancy on the retention of "signed" HOA resolutions, so that should not be a problem in making sure copies and originals are available.

The contracted accountant corporate records retention responsibilities could be expanded. The accounting firm is willing to expand their record keeping responsibilities. It would probably be best to keep certain classes of records there.

After we've identified what records to keep, what the retention periods are, and where to keep them, the HOA & Board should adopt that an annual records review practice be performed to confirm the records are being maintained.

As soon as the above mentioned documents and record keeping issues have been addressed, the HOA needs to think about how we manage the HOA in a responsible way.

A discussion followed.

A point was made, that if we are thinking about asking our volunteer HOA Webmaster to construct a new records retention website, we might consider contracting for that service. Our HOA should adopt practices that minimizes the ongoing time that is required by the volunteer HOA Webmaster to maintain the HOA websites; and, for the time of all HOA volunteers in general.

b. Update on Discussion of Chartering the HOA Business Operations Committees – Ray Olmstead – (attachment 3 updates – distributed via e-mail)

Ray Olmstead presented the latest version of the HOA Business Operations Committees Charter Resolution after the updates recommended during the committee review process were included. Ray explained that the chartering resolution packet's individual components could be changed using the resolution process. A discussion followed.

**A motion to approve the presented "HOA Business Operation Committees Chartering Resolution, with the following changes: 1) end the first sentence of Terms Section fourth bullet point after the word "Board"; and, 2) delete Terms Section fifth bullet point completely, was made by Mike Holland and seconded. The TAC members present voted unanimously to approve the motion. The Board members present voted to approve the motion. The motion was passed and the Board members present signed Ceres Gleann HOA resolution 2014-02.**

Ray indicated that his plan was to send a digital copy of the entire "Business Operation Committees Chartering Resolution" packet to the Chairs and Secretaries of each business operation committees.

c. Update on Discussion of Committee Created Resolutions – Ray Olmstead

Ray Olmstead reported that two (2) committee member resolution training workshops have been scheduled. The first is at 2:00 p.m. on Wednesday February 5, 2014 and the second is at 9:00 a.m. on Friday February 7, 2014. These workshops are primarily for Committee Chairs and Secretaries. A handout containing a sample resolution format and several examples of previously adopted resolutions will be given to each attendee, so that a copy can be included in the Committee’s Operation Binder, if desired.

d. “File of Life” Service Group Applications – (attachment 4 – distributed via e-mail)

Ray Olmstead presented the two (2) Volunteer Application Forms from homeowners Candi Carlisle and Fran Manning to fill the “File of Life” Service Group vacancy. These two homeowner volunteers would share the primary responsibility to fulfill the “File of Life” “Statement of Purpose” responsibilities documented.

**A motion to appoint Candi Carlisle and Fran Manning as the “File of Life Service Group” was made by Ray Olmstead and seconded. The TAC members present voted unanimously to approve the motion. The Board members present voted unanimously to approve the motion. The motion was passed.**

e. Declarant Loan Repayment Plan – (Finance Committee working on)

This Finance Committee project is still in process.

**Regular**

**8. New Business**

**Priority**

- a. Other

**Regular**

- a. Other

**9. Next Meeting Dates**

- a. Regular TAC Meeting, Tuesday, March 4, 2014, 3:30 p.m., Community Center

**10. Adjournment**

The meeting was adjourned by Mike Stewart at 4:55 p.m.

Ray Olmstead  
TAC secretary

Attachments:

January 7, 2014 Board/TAC Meeting Draft Minutes – (attachment 1)

Finance Committee Reports – (attachment 2):

General Fund Budget vs. Actual December 31, 2013

Special Activities Budget vs. Actual December 31, 2013

A/R Summary December 31, 2013 (Confidential)

Ceres Gleann Homeowners Association, Inc. Business Operation Committees Charter Packet – (attachment 3)

Business Operation Committees Charter Resolution

Exhibit A “Business Operations Organizational Flowchart for Ceres Gleann Homeowners Association, Inc.”

Exhibit B “Ceres Gleann Homeowners Association, Inc. HOA Business Operations Overview Statement”

Exhibit C “Ceres Gleann Homeowners Association, Inc. Packet of Individual Business Operations Committee’s Statement of Purpose” includes the following:

SOP Transitional Advisory Committee

SOP Architectural Review Committee

SOP Community Facilities Committee

SOP Communications Committee

SOP Garden Committee

SOP Lot Committee

SOP Landscape Committee

SOP Finance Committee

Ceres Gleann Homeowners Association, Inc. “File of Life” Service Group Volunteer Application Forms – (attachment 4):

Candi Carlisle

Frances Manning

“Essential Documents to be Maintained by Ceres Glean HOA” – (attachment 5)

Memo from Ceres Gleann HOA Communications Committee to the Ceres Gleann HOA TAC members – (attachment 6)

Service Contract for Ceres Gleann HOA Clubhouse Cleaning – (attachment 7)