**Emerald Plantation Master Association, Inc.**

**Monthly Board Meeting**

**October 17, 2016**

**Present:**  Dave Chenoweth, Al Smith, Kevin Hanratty, Joe Poole, John Ramos,Tom Nixon, Jimmie Lou Rutter, Myrtle Palmer, Evans Stout (new resident), Sandy Helms.

President Dave Chenoweth called the meeting to order.

Minutes from the September 19, 2016 meeting were approved.

Al Smith gave the following Treasurer’s report:

Reserve income held in Savings Account $120,523

Reserve income held in Checking Account $ 9,798

Total Reserve Account $130,321

Checking Account $ 18,939

Dues outstanding > 90 days $ 1,575

Treasurer’s Report was approved.

**Committee Reports:**

**Gate & Gate House:**  Joe Poole reported that a power surge, sometime over the weekend, resulted in lost power supply for the out gate.  He has ordered a new power supply and hopefully, the gates will be up within a short time.

**Pool:**  Dave reported the Pool is closed for the season.  A small section of the wall around the pool has been blasted out and the joints opened up revealing moisture buildup.  Dave and Tom Noble are experimenting on various solutions to repair the wall.  Dave reported that all wiring pertaining to the operation of the pool has been inspected and there are no faulty wires.

**Tennis Courts:**  John Ramos reported that all nets have been replaced, he blew out the cracks and put sand in the cracks – all seems to be holding.  The Circuit box for the lights needs to be replaced by an electrician.  Kevin will get a quote on this repair.

**Lights:**  Kevin reported that little damage was done on the lights in the community during the Hurricane and all have been repaired.

**Club House:**   Dave and Al inspected the Club House after the Hurricane and it seems we have some minor damage to the ceiling.  Kevin will do some research to determine the exact areas that need repair.  The Club House double doors need to be replaced.  It has been determined that the doors were originally installed with the doors swinging into the building.  This has to be changed to swing the doors to the outside.  The doors will be replaced with fiberglass full view tempered glass with pvc brickmold, frame saver jam and stainless steel hinges.  The twin-door set is estimated to cost $970 with additional materials not expected to exceed $400. Al Smith made the motion to replace the doors and Kevin seconded, the motion passed.  Dave will prepare a Work Order for Roy Staebler to purchase the doors.  Roy Staebler and other Board members will install the doors, thus preventing additional cost for labor.

**Landscaping:**  Al Smith reported that the landscaping contractor will use the winter months, September through April, when mowing the grass will not be needed to complete tasks as specified at the last Board meeting.  The Landscaping Contractor will be issuing a new contract with no additional costs.

**Planning Committee**: No report

**Architectural Control:** Evan Stout, a new resident to the community, addressed the Board to get permission to install a fence for her two small dogs. Dave replied that the ACC is expected to finish

gathering feedback from EPMA property owners on this issue in the next few weeks and will make a recommendation to the Board at the November meeting.

**Web Site**: No report

**Social:** No report

**Community Watch:** Al Smith reported that it would be to our advantage to have e-mail addresses for our residents and their phone numbers in case of an emergency.  Al Smith will get with the other Community Watch Volunteers to try to accomplish this task.  Kevin Hanratty has volunteered to set up a program to incorporate this information into a file.

**Unfinished business:**  Al Smith informed the Board that a Work Order needs to be submitted on any project that requires HOA funds.  In the event of an outside audit, or any audit, the Work Order will substantiate all funds taken from the operating account, etc. This is standing procedure and all Board members, etc. are requested to abide by these rules.

**Other Business:** Al Smith brought to the attention of the Board that each Board member needs a copy of the Emerald Plantation Master Association Financial Management System, Covenants, Rules & Regulation and By Laws.  He requested that a notebook with these important documents be prepared and given to each member, to be passed to the next HOA member in the future.  We will need to make up six copies.  Al volunteered to take the lead on this project.  It was approved by the Board.

**Next meeting:**  November 21st at 6:30 p.m.

Respectfully submitted,

Sandra H. Helms, Secretary