

**Governors Village POA
Board of Directors Meeting
March 28, 2022**

Minutes of the Board of Directors for Governors Village, held at Mt Carmel Baptist Church, Fellowship Hall on March 28, 2022.

I. Establish a Quorum – A quorum was established.

II. Call to Order

Meeting was called to order on March 28, 2022 at 6:01 pm.

Roll Call

Board Members present:

- Don Prost
- Michael Barefoot
- Dan Chegash
- Ruth Benton
- Dan Hirschman
- David Weikert
- Doug Fein

Board Members absent:

- Gerrit Vogel
- Chris Gamber

Management Team present:

- Kimberlee Gillaspy, Community Manager; FirstService Residential
- Haley Jo McGivern, Community Assistant; FirstService Residential

III. Proof of Notice

Board meeting date and location was posted on the community website calendar. Meeting notice and Board Packet was emailed to the Board of Directors on March 24, 2022

IV. Approval of Meeting Minutes

Motion made by Michael Barefoot, seconded by Doug Fein to approve the minutes of the February 28, 2022 Board meeting, motion unanimously carried.

V. Old Business

- a. **Pet Station Maintenance:** The Board of Directors approved the proposal to switch over to Yard Sweepers at \$11.00 or less a station, starting on May 1, 2022.
- b. **Drainage:** The Board discussed and agreed at the previous Board meeting to draft a letter to the affected owners, asking for participation to voluntarily help pay for pipe replacement due to drainage issues. Drainage letter has been completed and was sent to the attorney. All the property owners involved have been identified and spoken with. The Board was assured that they will be cc'd.
- c. **Pond Repair:** An electrician came out to check the pond near the pool because Dragon Fly reported it was not working properly. The electrician found that the motor was

clogged up. Kimberlee will be reaching out to Triangle Pond to get a quote for the Board to review, to fix the motor.

VI. New Business

- a. **February Financials:** Ruth Benton did not receive the financials by March 15, 2022. She has done her standard analysis but has not completed the report yet. She is waiting on our accounting team to answer a few questions first. The report will be reviewed and discussed at the next Board meeting.
- b. **Insurance Review:** Will discuss at the next Board Meeting when Gerrit Vogel is present.
- c. **Dam, #8 letter from DEQ:** The DEQ sent a letter to the Homeowners Association that a clean-up is required of Dam, #8 because we are in violation. Kimberlee is going to check with Chatham County to see if we have an Emergency Action Plan (EAP) on file. If not, she will inquire about getting one. Kimberlee is going to reach out to Triangle Pond for a proposal to clean-up and seal the cracks at Dam, #8.
- d. **10021 Fountain Drain Issue:** A homeowner reached out to Kimberlee by email about a drainage issue in their backyard. The French drain behind their property has not worked for over 4 years causing flooding issues when it rains. The drain is on common area grounds. The drain is possibly apart of a utility easement. The Board will look into this further to determine if this is the HOAs responsibility and if not, who to contact about fixing the area.
- e. **Collections Attorney:** A homeowner has been sent to collections but has not received a letter yet. Kimberlee wanted to know if the Association has an attorney they use for collections. Michael Barefoot shared the name of the previous attorney used by Townes Management. Kimberlee will be reaching out to Jordan Price to inquire about collections letter. The Board advised Kimberlee to let the homeowner know to go ahead and make their HOA payment. Kimberlee will be researching and sending the Board new attorney options to handle all POA's affairs moving forward.
- f. **Appoint Annual Meeting Nomination Committee:** Michael Barefoot will be leading the Nomination Committee again this year. He would like to start the process early to avoid any complications that may arise. Michael will be choosing two homeowners to join the Nomination Committee. There are three open seats starting in 2023 – Park, Lake, and At-large.
- g. **Set Date for Annual Meeting:** The Board decided to hold the meeting prior to Thanksgiving. The Board and Management discussed the possibility of three dates - November 14, 16, and 17. The Nomination Committee, once established will choose the best date based on everyone's schedule.
- h. **Amphitheater Lighting Proposal:** Kimberlee presented a proposal for \$9,000 from Future Connections to repair the lights at the amphitheater. The Board is going to review and discuss further how they would like to proceed. No other amenity in the Community has lighting. If it is not required by safety code, the Board discussed removing the extra lighting in that area. The Board will price other electrical work before moving forward. Motion made by Michael Barefoot, seconded by Don Prost, to deny the Future Connections Proposal.
- i. **Action Items Log:** Kimberlee included the action item log in the Board Packet to keep the Board updated on tasks that are in the process of being completed or have been completed and their importance level. The board reviewed and discussed the log.

- j. **FirstService Residential Management:** Kimberlee discussed with the Board what her role is as the Community Manager. Kimberlee is going to draft a protocol for the Committees to follow. The board is going to set up a meeting with the Committee Chairs to discuss the protocol.

VII. Adjournment

With no further business to discuss, motion made by Dan Chegash, seconded by Michael Barefoot, to adjourn the meeting at 7:58 pm, motion unanimously carried.

VIII. Scheduled Meeting

The next monthly Board meeting is scheduled for May 23, 2022 at 6:00 pm.

These minutes were approved by the Board of Directors.

Dan Chegash, Secretary

Date