

# Holiday Village Property Owner's Association Open Meeting

June 16, 2018 | 9:00 AM | Meeting location : Clubhouse

Meeting called by	President Jim Hargrove	Board of Directors
Type of meeting	Monthly	Elton Boubel
President	Jim Hargrove	Randy Novak
Secretary	Michelle Morganti	Frank Potter
Treasurer	Carol Hagel	Beth Smith
		Joe Spiers

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## General

### President: Jim Hargrove

Reviewed basic rules and etiquette expected in an open meeting and turned on recording device

### Board of Director: Frank Potter

Prayer

### Secretary: Michelle Morganti

Read minutes from the Annual meeting, Novak motioned to accept, Potter seconded the motion. **Ayes carried. Minutes adopted**

### Treasurer: Carol Hagel

Read financial report

### Board of Director: Frank Potter-Magnolia/Dues

We do not have Magnolia balance today. We were behind with recording from Magnolia; however this was resolved in informative meeting with Magnolia. Next month all financials through Magnolia should be up to date. **Treasurer** has been in contact with Magnolia several times a day to accomplish this. **Clubhouse Secretary: Jennifer** turns our paperwork into our CPA and then to Magnolia. A full report will be available by the end of the month. **Potter motions** to accept financial reports. **Novak** seconded this. **Ayes carried.**

Previously collections for delinquent dues may or may not have been pursued and/or enforced. However that will no longer be the practice. After a 90 day delinquency the property owner will receive a letter, and at this time they may make arrangements with Magnolia or the POA President, pay the past due amount, or ignore the letter. In 45-60 days a 209 demand letter will be sent and without a response the information will then be forwarded to an attorney. At this time the property owner will incur a \$185 filing fee in addition to past due amounts, and the board or its officers cannot discuss it with owner in any way. 30 days after this the property owner will be sent a final demand letter, until a lien is then placed on owner's property within 30 days. The owner will also be responsible for another \$75 filing fee. The red building near the Caldera's is being addressed, through Tecon's ACC, and Tecon's attorneys are not the same as the POA's.

### Property Manager: JD Tarno-Property Violations

There were 142 mowing violations issued last month, and 40 miscellaneous violations. Recently they have begun towing abandoned vehicles, and boats must be on trailers. There is a meeting in the sales office every other week. Tecon's representative, Mr. Patton is on site for this meeting and is open to hearing your concerns and finding resolutions. You can call the clubhouse secretary and ask for the next meeting date.

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**Violation Process:** PM takes picture of violation and sends to Tecon, Tecon then sends property owner a letter with the picture, requesting correction. After 30 days PM completes a follow up, and if violation is corrected the matter is closed. If not PM takes a second set of pictures and sends to Tecon. On the third follow up Tecon sends matter to the attorney.

### **Miscellaneous**

**Property Owner, Burt:** Asserts he takes issue with by-laws that doesn't require a board member to be a full time resident. Instead a board member need only be a property owner. However more than 20% of property owners are not residents, and only 20% of the present elected board is a non-resident.

**Frank Potter:** The BOD will not respond on FB. Minutes will be posted on Holiday Village of Lake Fork Website.

### **Action Item 1: Roads**

#### **Property Manager: JD Tarno**

Updated gallery on current Village projects: removal of overgrowth on pond, and patching potholes. Informed gallery of Tecon's offer to have a sample area of the road in the vicinity of Waterfront, Geronimo, and Quannah, repaired using a "chip and seal" product that was recently used on Highway 515. This one block area will cost Tecon approximately \$30,000. If the product is successful in repairing damaged roads, Tecon will assist in a second area from the front gate to the four way stop. The estimate for this area is \$25,000(12.5k for POA and 12.5 for Tecon). From there Tecon will continue matching in large sections. At this time we may need to visit the idea for another road assessment.

**Property Owner Question:** Why did they choose those roads instead of Holiday Village Drive since it has the highest amount of traffic, or other area in more need of repair?

**Property Manager: JD Tarno:** Tecon chose this area based on their area of concentration directed towards sales.

**Property Owner Question:** What is being done about the East Gat, as it stays open most of the time?

**Property Manager: JD Tarno:** Those belong to Rick Oglesby and he will address it.

**Property Owner Question:** Will we have a written contract with Tecon?

**Property Manager: JD Tarno:** We will if the patching works and we enter into a "matching" agreement.

**Property Owner Question:** Did we take bids for this?

**Property Manager: JD Tarno:** Not at this time, as it is an offer from Tecon, with no cost for POA.

**Property Owner Question:** How far out until completion of project?

**Property Manager: JD Tarno:** We really can't determine that until we see how this product holds up.

**Frank Potter:** reiterated Tarno, and elaborated that once we see we may be able to look at 2-3 month increments, as we evaluate whether we have the funds to enter into said agreement with Tecon.

**Randy Novak:** Motions to accept Tecon's offer to pave test roads.

**Beth Smith:** Seconds the motion

**Ayes carried President accepts motion as passed**

**Randy Novak:** Property Manager is to oversee Road Maintenance from top to bottom. In the meantime **Motions to suspend all Road Payments until further review and/or test site completed and evaluated.**

**Frank Potter:** Seconds the motion **Ayes carried, 1 nay. President accepts motion as passed Property Manager: JD Tarno:** will continue to use current materials for road repair.

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## Action Item 2: Officer Descriptions

**Randy Novak:** President is the main controller, and the Vice President is only to carry out duties in the absence of the president, if he is unable to attend to responsibilities, or the VP is to carry out actions if directly requested by the board. The Treasurer is responsible for the accounting of the funds but is not responsible for the day to day recording of such. The secretary is to take minutes, Document, and Post approved minutes.

According to Article 2, the election of officers should take place in a reasonable time after annual meeting. **Motions to re-elect officers in July meeting.**

**Frank Potter:** Seconds the motion. **President** calls for a vote **Ayes carried President: accepts motion as passed**

**Randy Novak:** **Motions** for current VP to be immediately removed, and the position remain vacant until next Board meeting.

**Frank Potter, and Property Owner, Brenda Caldera:** Seconds the motion

Property Owners expressed concern, both positive and negative in reference to current VP's performance.

**Randy Novak** motions to end current line of speaking, and asks president to call for a board vote, as laid out in the by-laws of the HVPOA. **President:** calls for a vote **Randy Novak, Frank Potter, and Beth Smith** –vote to remove **Joe Spiers and Elton Boubel** –vote do not remove **President: Motion passes** Thank you Gary, but you have been removed from the office of Vice President.

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## Action Item 3: Kitchen Management

**Randy Novak:** At this time the kitchen management position is filled with a volunteer, placed by the previous board. It was to be a temporary position but the board failed to hire a permanent replacement. **Motions that volunteer manager be removed and replaced immediately.**

**Frank Potter:** Seconds the motion

Property Owners and Board expressed concern, both positive and negative in reference to current kitchen manager's performance and appropriateness. One property owner removed from clubhouse by Lieutenant Pollard of the Smith County Sherriff's Department.

**President:** places meeting on hold and calls for an executive session.

## **Holiday Village Property Owner's Association Executive Session | 10:07**

Discussion of by-laws as they relate to kitchen manager, the Property Owner's input given, personal experiences and lack of board follow through in regard to finding a permeant paid kitchen manager.

**President:** calls open meeting back to order, Restates, there has been motion remove current kitchen manager volunteer, and motion was seconded. Calls for a vote **Randy Novak, Frank Potter, and Beth Smith** –vote to remove **Joe Spiers** –abstain **Elton Boubel** –vote do not remove **President: Motion passes**

**Property Owner Question:** Who will be the replacement for kitchen manager, and is her job in jeopardy.

**BOD response:** We will address the position in Executive session following open meeting. Personnel cannot be discussed in open meeting, but the only position changing is that of kitchen manager.

**Property Owner Question:** Is the position open for application, and what kind of resume is required?

**Frank Potter:** yes and must have management certification

**Action Item 4: POA Attorney Randy Novak:** expressed concern about attorney being authorized by only one board representative. **Motions that any and all legal action must be approved and authorized by board majority, Frank Potter:** Seconds the motion **Ayes carried President accepts motion as passed**

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**Property Owner** makes suggestions for meeting improvements, including individual microphones, and use of lights on stage.

**President:** Issues invitation to evening fish fry and Bingo games. At 10:55 closes open meeting

### **Holiday Village Property Owner's Association Executive Session | 11:00**

Discussion of hiring committee for kitchen manager: all BODs expressed interest and willingness to serve. Discussion of interim paid position or PM oversee kitchen in the interim. Noted and agreed by all that all candidates must have certification, and said certification must be verified before hiring. Discussion of pay, development of a clear plan for the kitchen.

General Maintenance Discussion