**Executive Session Meeting Minutes**

**Providence Hills Board Meeting**

**August 22, 2018**

The Providence Hills Community Board convened at 7:00 PM, Wednesday August 22nd. The meeting was attended by board members: Shannon Curtis, Bob Armet, Rick Gemereth, Patrick Godwin and Mickey of BAM. The following agenda items were reviewed:

Financial Update: The current monthly budget and expenditures were reviewed. No issues or irregularities were noted. Again it was mentioned that dues collection is at an exceptional level.

Covenants Update: BAM’s recent drive through resulted in no new notices. Bob reported no new ARC requests for the month.

Follow Up/Issues:

* Website redevelopment: Shannon reported the site is nearly ready to go live.
  + An extraction of data is needed from the current site to populate the new site.
  + Need to request updated contact information from the residents. Mickey has names, addresses, and email addresses. He will pass those along to Shannon.
    - Shannon will use the signs, email, and facebook to request updated information.
  + Patrick agreed to have his company server host the site. He will bill PHCA on an annual basis for the hosting.
  + We need to determine who currently owns the Domain Name for PHCA. Patrick will try to determine who is the current owner.
* The Pool Rules for 2019 were discussed. The Board approved the age requirement of 16 to bring guests or siblings to the pool.
  + Mickey will distribute the final draft of pool rules for review.
  + We need to have new Pool Rule signs printed for 2019. Patrick has a contact who can print the signs. He will send the contact information to Mickey and a bid will be requested once the rules are approved.
* Dues for 2019
  + The Board discussed and approved the splitting of the payment for 2019. The first payment will be due 1/31 and the second 3/31. A 10% late fee will be assessed on 4/16 of the outstanding balance.
  + Dues can be paid online but there is a processing fee applied.
  + Notification of 2019 dues will be sent out by 11/30.
* The Board deferred the decision of the placement of a garage can at the basketball courts to a later meeting.
* The Board decided to place the renovation of the Pool House bathrooms on the 2019 project list.
* It was concluded the refrigerator in the clubhouse needs to be replaced. Bob will order the new refrigerator.
* In conjunction with the notification of the Dues to the residents, the budget for 2019 will need to be completed by 11/30. A summary page of the budget will be included with the dues notification.
* The drainage of the back sidewalk by the pool was reviewed. It was suggested a French drain be added to the sidewalk area to improve the drainage. No decision was concluded.
* The pool house wall is in need of substantial repair. Mickey will arrange for a bid to repair the wall.
* Mickey reported our clubhouse cleaning company has gone out of business. He will seek a replacement company.

Board Projects:

* Clubhouse sidewalk lighting: Mickey is going to obtain quotes for the installation of sidewalk lights.

Upcoming Dates: The next board Executive Session will be held September 26 at 7pm.

The board adjourned at 8:05 PM.

Meeting minutes submitted by Rick Gemereth, Board President.