

WHITE BIRCH CIRCLE HOMEOWNERS ASSOCIATION

BOARD MEETING JANUARY 17, 2022

The White Birch Circle HOA quarterly Board meeting took place at the home of Dwight Morgan. Present were: Lindsey Breeden, President; Sanaa Farran, Treasurer; Stephen Leggett, Facilities Administrator; Dwight Morgan, Secretary.

- **Order/Quorum** – The meeting was called to order at 3:05 PM by President Breeden and a quorum was present.
- **Agenda** – The agenda was approved as proposed.
- **Minutes Approval** – Approval of the minutes from the October 18, 2021 Board Meeting was deferred to allow for the President’s and Treasurer’s review.
- **Treasurer Report**
 - Sanaa Farran was welcomed as our new Treasurer. The Board discussed the issue created by incorrect Homeowner Dues billing – the billings sent in January did not reflect the increase that had been approved at the Annual Meeting on November 18, 2021. After discussion, the Board agreed on a plan of action to be communicated to the membership by letter from the Secretary along with these minutes.
 - The transition from the prior Treasurer to the new Treasurer will require time to transfer information into the new financial record system. The creation of QuickBooks accounting system should help facilitate any future transfer(s) of financial information.
 - The Treasurer reported that current bank balance is \$13,267. In addition, there are checks totaling approximately \$4,500 yet to be deposited. A more complete financial status will be provided as soon as the transition is completed.
 - There was discussion about some specific financial and tax-related records that need to be addressed, such as 1099’s to vendors, etc.
- **Facilities Administrator (FA) Report**
 - The irrigation pump near 400 WBC – broken filter cannister – must be replaced. Irrigation pump at the pond – holding tank failed and requires replacement.
 - The trimming of limbs and vines on Carrington Place Apartment property – Plan to meet with Carrington Place personnel this week to discuss having access, sharing costs and tree removal.
 - The contract for the Security provider is due to be renewed soon – plan to negotiate costs and better response to inquiries.
- **Architectural Review Committee** – No formal report received.
- **Old Business**
 - Security Update – It was noted that there have been reports of attempted ‘intrusions’ – possibly by using garage door openers. Residents are advised to be vigilant related to securing their properties and to report any issues.
- **New Business** –
 - At the last Board Meeting, it was noted that several HOA’s in our area charge an administrative fee for various services associated with property transfers, HOA Member Booklets, etc. It was agreed that the Board will pursue the incorporation of an HOA Administrative Fee for new WBC Residents. This change will necessitate a revision to the existing By-Laws. The Board will plan to convene a Special Meeting of residents to address amendment – date to be determined. The proposed HOA Administrative fee will be equal to one-quarter (1/4) of the Annual Homeowners Dues.
 - The need for a ‘Welcoming Committee’ persists. The function of this committee would be to welcome new WBC residents, familiarize them with ‘The Circle’, address questions related to By-Laws, etc. If anyone would like to volunteer to participate, please contact any Board member.
- **Next Board Meeting** – Monday, January 10, 2022 at 3:00 PM
- **Adjournment** – The meeting was adjourned at 5:45 PM.

Respectfully Submitted,

Dwight D. Morgan, Secretary

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