

Minutes
SWRA Board of Directors Meeting
May 20, 2025

Call to Order – President Lee Eastman called the meeting to order at 8:56a.m. at the SWRA Centre. Board members Gene Akers, Sally Gantt, Debra Knight, William Phillips, and Bob Taffet were present. Penny Alexander was excused. Community Association Manager (CAM) Mike Griffin and Associate Community Association Manager (ACAM) Mike Dean were present to report.

Review of Agenda

Approval of Prior Minutes

The Board approved the Regular meeting minutes of May 6, 2025, as presented.

CAM Report: Discussion/action items added under Open or New Agenda.

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- At Gate 34 staff removed the shrubs between the entry and exit lanes, above the rock wall, juniper on both sides, and nandinas on the entry side.

SWRA Volunteer Committee Reports –

- **ARC** – Eagle Ridge - Southern Coastal Homes will be submitting 4 more building permit applications at the next ARC meeting. Two homes have sold in Eagle Ridge. There are currently 103 active permits. There are currently 21 new homes under permit.
- **Christmas** – No update
- **Facilities Maintenance** – continued discussion on options for sidewalk repair at MoonBrook Park. Mike Dean suggested contacting Hagan Wagoner who is a Civil Engineer for a recommendation and will follow up on this.
- **Finance** – William reported they met on May 15th. Those attending were Lila Scarbrough, Diane Mattice, Gene Akers, and William Phillips. They will be holding more meetings to discuss and understand the budget process and the investment strategy for the budget. The next meeting will be August 5, 2025.
- **Landscape** – Debra reported that she will be rescheduling the meeting with the Arborist on staff with the Tallapoosa County Extension Service asap and will notify members of the new date. She plans to have a committee meeting in September to discuss improvements needed so that the plantings can take place in the Fall.
- **Social** – Bob received clarification on paying the vendor for the Ice Cream truck after the parade. The vendor will send an invoice and be paid by check after the event. He is working on having an emergency vehicle in the parade and Mike Dean is working on having a vehicle from the SWVFR. Bob would also like to explore having the AU Singers come to SW for an event and Sally is getting contact info for him. It was discussed that COLW could be a site for the event and Lee will check on this.

TREASURER'S REPORT – Gene reported that a CD had matured, and a new CD was obtained for 4.25% for 9 months. It was also noted that all of our Money Market accounts at Morgan Stanley are less than the \$250k as required to be FDIC protected.

Gene had requested a discussion be held for clarification on the Spending Authority of managers and committees. He stated that the Board approves the annual budget, and this gives the staff authority to spend money as allocated by designation. There is a \$500 emergency limit if needed but anything greater requires Board approval. **ALL NON-BUDGETED ITEMS MUST BE APPROVED BY THE BOARD.**

Gene and Lee will revise the current policy for review and approval at the next meeting. It would be best if most expenditures by committees could be done by credit card to keep track of without having to add so many individuals as vendors. **A motion was made and approved to request that the credit card limit be increased to \$30k to help facilitate this.** It was also discussed that we do not have a Standard Operating Procedures Manual (SOP), and Gene and Lee will be looking into this.

Risk Assessment Consultant – Debra has emailed Michael Gallops twice after he attended our meeting to get the names of companies for consulting. She will continue to contact him. Lee suggested that we do some of this process ourselves. On June 12, 2025, a subcommittee of Lee, Gene, William, and Bob will conduct a walk around the property to develop a plan before the Board discusses contracting with an outside risk management company. There was discussion about disappointment in Michael Gallops and that Griff still hasn't received the updated DEC sheets from our policy renewal. Griff recommended bidding out our insurance before renewal with Jake Thornell from USI in Tuscaloosa. He reported that he has had a positive experience in dealing with him with some of the sub-associations. Bob asked about how we dealt with OSHA and a discussion about this ensued. This will be reviewed when the risk assessment evaluation is done.

SWRA Employee Handbook – Lee sent the revised Employee handbook to Michael Odom for legal review and is waiting to hear back from him. Sally contacted Jackie Graham for a recommendation for language regarding training. Her recommendation was as follows and will be added to the handbook:

Occasional training may be offered and/or required as needed based on the duties and responsibilities of the position.

AT&T Site Survey & Migration of Copper Services - The Board approved a site visit expense concerning the replacement of copper wiring at our last meeting however Griff has not scheduled this as he was first wanting a technician to check our phone lines. AT&T did follow through with sending a technician out to check on were able to identify working lines and phone numbers. There will be a reduction in phone line costs. AT&T has everything they need to complete this and we are waiting on them.

Pineview Pool Emergency Phone - Kings III Agreement has been signed and returned. Estimated 10 days for installation. Kings III advised that we could not suspend the agreement for the time the pool is closed. Installation has still not been done, and Griff will contact them today to get this scheduled.

NEW AGENDA

SWRA Centre HVAC – Mike D reported that Sunshine Heating & Air is supposed to get the new coil installed this week.

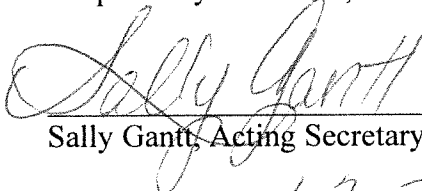
Holloway Collections - Griff reported that the procedure has changed and the new procedures are attached to these minutes. The changes were discussed, and Michael Odom will be contacted to make recommendations on moving forward with the collection of overdue accounts. One option could be is to use Cloud and Willis who are located all over Alabama. We would be required to pay a Court Cost of \$500 and a Filing Fee of \$52.50 upfront and you can add on fees of 27-33%. There will be a conference call set up with Griff, Lee, Gene, and William with them and they will report back to the Board.


QuickBooks Cleanup - Gene and Lee continue to work on this and Lee recommends looking at other software that would be better suited to our Association accounting needs. The software package we use now is QuickBooks. William mentioned SCRIBE as a possibility. This will be looked into realizing that this is a lengthy procedure and demonstrations of various programs will be needed.

Board Meeting Schedule – June 3rd and June 20, 2025, are regular scheduled meetings. It was decided that we will meet on July 15, 2025, only unless something unforeseen arises.

A motion to adjourn the Regular Session to move into the Executive Session was unanimously approved at 10:51a.m.

Respectfully submitted,


Sally Gantt, Acting Secretary


Lee Eastman, President

Date Approved: 6-3-2025

