

**Minutes**  
**SWRA Board of Directors Meeting**  
**May 6, 2025**

**Call to Order** – President Lee Eastman called the meeting to order at 9:02a.m. at the SWRA Centre. Board members Gene Akers, Penny Alexander, Sally Gantt, Debra Knight, William Phillips and Bob Taffet were present. 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 April 15, 2025, as presented.**

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

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

- Purchased a 6x16 trailer for the landscaping crew. There was \$4,500 in the budget and the final price for the new trailer was \$3,443.88.
- Paving of road over the Lakeview Ridge drainage pipe has been completed.

**SWRA Volunteer Committee Reports –**

- **ARC** –The ARC received 6 new permit applications, they currently have 20 new homes under construction and there are currently 96 active permits. Four new plans in Eagle Ridge development are scheduled to be presented this week.
- **Christmas** - Sally reported that they have met and will begin repairs/updates soon.
- **Facilities Maintenance** – Debra reported on the written recommendations that had been distributed to Board members prior to the meeting. It was agreed that repairs on the SWRA Centre building beams from bees/woodpeckers should be handled as soon as possible to prevent further deterioration. The list organized by area was reviewed and discussed. A plan to progress was developed. Priority/life safety issues/risk areas will be addressed immediately. Debra will reorganize the items and Mike Dean will check off those that are being handled by staff. Some items may need to be handled by outside contractors in order to get caught up. The sidewalk at MoonBrook Park was discussed briefly.
- **Finance** – William reported they are meeting on May 15<sup>th</sup>.
- **Landscape** – Debra reported on the written recommendations that had been distributed to Board members prior to the meeting. Discussion followed on the need to bring in outside contractors/vendors in order to handle the list as there may be more than current staff can handle in a timely manner. There are dead trees and limbs around the SWRA Welcome Centre and entrance at Highway 49, the area needs attention and a long-term plan. **A motion to authorize Debra Knight to set up a consultation with an arborist to come to evaluate trees and limbs around the Welcome Centre and drive into StillWaters in order to develop a plan was made, seconded and approved.**

The importance of the appearance of the landscape throughout and the Gate 34 area especially with summer traffic was discussed. SWRA may hire landscapers to remove the recommended bushes/plantings to open up the entrance so it can be completed soon and then lighting can be addressed if our staff cannot complete this soon. The additional plantings may have to wait until fall since we may be too late in the season for them to thrive.

There was no money budgeted for replacement plants and labor. **A motion to move \$10,000 from the SWRA Welcome Centre reserves to cover upcoming tree removal/trimming and other current landscaping needs was made, seconded and approved.**

- **Social** – Bob reported on the July 4<sup>th</sup> Golf Cart Parade that will begin in the SWRA Centre parking lot at 10a.m. There was an article in the May/June newsletter. Eric McKinley has agreed to let us end the parade in the clubhouse parking lot and an ice cream truck has been lined up. Hopefully, participants will gather for lunch together at Prime. The SW Fire department has been contacted about participating.

### **TREASURER'S REPORT - Gene Akers**

Financial Statements:

- The current P&L statement does not show any significant variances from the projected budget through April.
- There are still sufficient funds in the Operating Account to cover expenses without withdrawing funds from the Investment Account.

2025 Investment Update:

- Morgan Stanley May 1st statement reflects as total value of \$1,790,511.88. This includes a transfer from River Bank & Trust in February of \$500,000 and a net interest income of \$18,778.44. Our current annual yield is 3.16%.

**Risk Assessment Consultant** – Debra has emailed Michael Gallops twice after his attending our last meeting in order to get the names of companies for consulting. She will continue to contact him. Lee suggested that we do some of this process ourselves. Subcommittee of Lee, Gene, William, Bob, Debra will conduct a walk around the property to develop a plan before Board discussing contracting with an outside risk management company.

**SWRA Employee Handbook** – Sally and Lee have been working on with Jackie Graham. Gene had suggested adding a travel and a training policy to the handbook. Discussion was to keep these as separate policies and only referenced in the handbook rather than to include these in the handbook. Lee will send the revised Employee handbook to Michael Odom for legal review. The Board is committed to employees to provide further employee training and to assist them in best performing their jobs. It was agreed to contact Jackie Graham retired Director of the State Personnel Department for her suggestions/opinion on developing a training policy and whether to reference one or not. There were concerns over potential risk exposure caused by including a detailed policy on training.

**To Do List** - Penny asked members to notify her if anything needs to be added or edited from the list. Members felt that this is a useful tool to keep track of tasks/projects.

**AT&T Site Survey & Migration of Copper Services-** The Board approved a site visit expense concerning 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. The emergency phone at Pineview Pool was out of service and appeared that it has been for some time. The emergency phone box and wiring had deteriorated.

Two condo associations are using a system from Kings III Emergency Communications, they specialize in elevators and phones for emergency locations. Kings furnishes equipment, provides installation as well as monitoring at \$69.25 per month. They handle maintenance and repairs. A board member asked if we pay during months when pool is closed, or if there is a non-active state for those months. Griff will follow up to determine. It is a cell-based service with a four-hour battery backup.

**A motion to approve this recommended service at Pineview Pool with Kings III was made, seconded and approved. Griff will follow up with them today to schedule installation.**

## **NEW AGENDA**

**SWRA Centre HVAC** – Mike D reported that Sunshine Heating & Air recharged the unit; it has a leaking coil, due to the age of the unit (8 years) Sunshine recommended replacing the coil at only \$2,500 rather than a new unit (\$10,500 - \$11,000). **A motion to follow Mike Dean's and Sunshine recommendation to replace the coil at \$2500 was made, seconded and carried.**

**QuickBooks Cleanup** – Gene and Lee have been looking at the customer base and custom fields. It will take a good bit of sorting and will not be a quick process to resolve issues. Gene is working on this with staff.

Lee is proposing to look at software to fit our future needs as an HOA. PayHOA that we are using for some of the sub associations is not as robust as what SWRA needs. QuickBooks allows 12 customizable fields, and we have some duplications that can be reassigned for other purposes. Discussion followed.

**Odom Legal Opinion, "Open Meeting"** – Lee had discussed this topic with Michael Odom requesting a legal opinion. As per previous attorney opinions, Michael responded that he had researched whether SWRA is subject to the Alabama Open Meetings Act. The Alabama Open Meetings Act applies only to governmental bodies and therefore does not apply to SWRA.

**Board Training, SWRA & Sub Associations** – Lee is searching sources for Board training, Michael Odom doesn't do this but does have an associate in his firm who does. Lee will contact a few other resources and report back. We would include sub-association boards in the training.

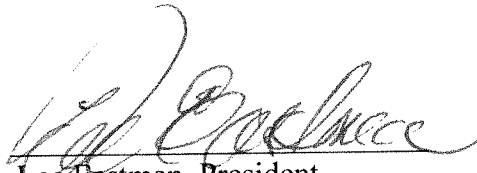
**Roberts Rule, Request to Purchase Computer Version** – Lee asked about signing up for a cd from Roberts Rules. We have several book copies of Robert's Rules that we refer to as needed as per the governing documents when the Board needs additional details/instruction on a topic. It was agreed to stay with the book form of information at this time.

**Board Meeting Schedule** – May 20<sup>th</sup> and June 20, 2025, are regular scheduled meetings.

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

Respectfully submitted,

  
Penny Alexander, Secretary

  
Lee Eastman, President

Date Approved: May 20, 2025