

**COVINGTON CLUB, INC.**  
**January 13, 2020—Board Meeting**  
Merkel Condo

The meeting was brought to order by President Mark Merkel at 6:30 pm.

The quorum was established. Members present included Mark Merkel, Gayle Burns, Anne McAlexander, Kourtney Teegardin, and Jerry Clancy.

**MINUTES**

The minutes from 12/19/19 were emailed to all board members before the meeting. A motion was made by A. McAlexander to waive the reading of the minutes, and seconded by K. Teegardin. Motion carried.

**OPEN FORUM**

No homeowner's were present for the open forum.

**TREASURER'S REPORT**

\$41,840.21 in the reserve account

\$11,262.92 in the checking account

\$5,240.00 prepaid condo fees at 12/31/19 and are included in the checking account balance

\$18,450.00 in condo fees have been prepaid as of 01/13/20, which includes the \$5,240 from 12/31/19.

**REVIEW OF MONTHLY AND YEAR END REPORTS**

Finances are okay at this time. Mark likes the way the bills are approved and paid now. Susan emails bills to be paid and 2 or more board officers okay thru a return email. He wants electronic bill copies sent to the board for review. Rozelle will text Jerry for okay to plow at 2" or more of snow. Mark wants Annie McAlexander to make sure Susan Zahn gives the board all the financial statements before the monthly board meetings.

**REVIEW PROCESS OF TRANSITIONING FROM ONE OWNER TO ANOTHER**

August of 2011 the Merckels moved in.

April of 2012 Diane Bowlin moved in and paid the \$300 security deposit sometime later.

Board needs to finalize the Welcome Packet that lists the Dues, Security Deposit and Contacts for board members. The Welcome Packet should contain the bylaws, board contacts, along with an explanation letter. Dues amount should be listed clearly, along with the pay by date and the mailing address.

Kourtney will make up the packets. She will also contact Jamey for the password for the CC website.

New homeowners who have an animal pay a \$500 pet deposit in addition to the \$300 security deposit.

Some discussion took place about lowering the pet deposit fee and this discussion was tabled until the next meeting.

The board will make a list of who has mailroom keys and how many, and also garage door openers and how many.

**OLD BUSINESS**

**Tree removal:** No issues with the tree removal. The stumps have also been removed.

**Electrical Repairs:** Pete Henry fixed the front entrance lights. He has ordered a new ballast for a light along the truck entrance and will replace it when it comes in.

**Sewer Line Cleaning:** Building 2 – cleaned 2 of 3 lines. Sewer cleaning for buildings 1, 3, and 4 will be put on the Spring agenda.

**Insurance (vendor and homeowners) Policies:** See sheet provided by Jerry Clancy. This sheet will become a permanent part of the minutes and Gayle will include in the official copy of the minutes.

Vendors are required to provide the board with a certificate of insurance every year. Homeowners will be required to provide a certificate of insurance to the board every year. Jerry Clancy will get a certificate of insurance from Tom Jones and Susan Zahn.

According to Mac Gregory, our insurance agent, the Mortgage account # does not have to be included in the association insurance policy for those owners who have mortgages.

**Bylaw Change Proposal:** Jerry has some changes he thinks should be made to the restated bylaws. Mark suggested strongly that Jerry submit what he would like changed in writing. The mailroom needs to be included in the bylaws with specific language. Mark suggested new alterations made to any unit has to include plans and a structural engineering report. If these reports are not submitted to the board first, the board has the right to stop construction.

**Building 1 Washer:** The quarter mechanism attached to one of the washers is inoperable. Tom Jones has located a new mechanism and he will install it.

**Snow Removal:** Jerry Clancy will be the contact with Rozelle for snow removal.

**Feed Back from Letter to Owners Reporting Results of Survey:** There was no feedback from owners regarding building/not building more condos.

#### **NEW BUSINESS**

**Landscaping:** Board will work with Taff Silliman on landscaping plans. Building 1 needs some work. Kourtney pointed out that building 1 is the first building one sees upon entering the property. Taff suggested transplanting hostas from building 4 to the front of building 1 as a start. All agreed.

**Website Update:** Kourtney will contact Jamey Banowetz for password.

**Other:** Annie had Tom Jones change the lock on the CC storage unit. Annie has extra keys.

A motion was made by Gayle and seconded by Annie to adjourn the meeting. Motion carried. Meeting ended at 7:48p.

The next board meeting will be held on March 26, 2020.

Respectfully submitted  
Gayle Burns, Secretary