

Trails West Homeowners Association, Inc.
BOARD OF DIRECTORS MEETING
12/13/2021 7:00PM
Trails West Clubhouse
190 Shady Branch Trl. DeLand, FL 32724

MEETING MINUTES

Attendees: Geoffrey Birnie, President
Lamar Peterson, Vice President
Maxine House, Secretary
Meryl Sue Baker, Treasurer
Margaret Oden, Director
Bruce Erikson, Director
Ernest Peterson, Director
David Solar, Director
Matt Wimer, Director
Tiffany Smith, LCAM
Melissa Cooper, Community Representative

Geoffrey Birnie called the meeting to order at 7:00pm

Treasurer's Report: Meryl Sue Baker reported on the October Financials.

Approval of the Meeting Minutes: Matt Wimer motioned, Bruce Erikson seconded, to approve the minutes of the 11/15/2021 meeting as written. Motion passed unanimously

Committee Reports/Architectural Review:

Architectural Review- Lamar advised he and Maxine will meet and discuss ARC's.

Grounds- Bruce Erikson and Lamar Peterson will be working together to address any grounds committee duties.

Security- Randy Gibson provided a security update for Trails West

Social & Events- Margaret Oden & Maxine House reported on the Social & Events

Clubhouse- Danielle- Not present to discuss

Unfinished Business:

- **Boat Dock** – Meryl reported on the boat dock project and the contractor
 - Lamar Peterson motion to cease and desist any and all collection efforts related to the prepaid boat dock funds. Maxine House seconded. Motion passed unanimously.

New Business

- **Vendor/Contract Review-** Geoffrey Birnie discussed the current vendors and reviewed contracts. Geoff will meet with Jeffrey Bermudez to gain a full understanding of his scope of work, costs licensing and insurance, and he will report his findings to the Board at the next meeting. The Board will take a deeper dive into the 2022 budget by line item in the coming months and will consider putting RFP's out for select services in the common areas.
- **Clubhouse Rental Process-** The process is going to be reviewed by Geoff and Lamar and will be discussed at the next meeting.
- **Security-** The Board will assign a member to lead Security moving forward and develop a process that compliments the work currently being done by Tom and Randy in this area.
- **Expense Approval-** Geoff gave the directive to Management that provided a received invoice is budgeted and the payment doesn't create an overrun, the invoice can be processed for payment without sending it to Geoff or the Board. If a received invoice falls outside of a budgeted line item, the invoice must be sent to Geoff prior to being approved for payment. The Board will review the 2022 budget beginning in January and also ensure alignment on the payment approval process moving forward.
- **Sentry & Trails Board Communication-** This was tabled until the next meeting.

Owners Forum

- An owner expressed concern regarding the drain cleaning and making sure they are adequately done.
- There is a speed limit sign that fell down on Crooked Tree Trl.
- Remove the overgrown landscaping at the stop sign at the front of the community
- Consider putting Christmas lights up at the entrances
- Ensure all meeting minutes are posted at the Clubhouse as soon as they become available each month.

Action Items: Reserve Study- Next meeting agenda
Marlene & Kirk- TWLM discussion
Expense approval – Next meeting agenda
Send Landscape contact to Bruce Erikson
Schedule Drain Cleaning for 2022
Security Process
Website
Clubhouse Rental Process
2022 Budget Review

Adjournment: Lamar Peterson motioned; Matt Wimer seconded, to adjourn the meeting at 8:56PM. Motion passed unanimously.