

**Shadow Glen Board of Directors Meeting**  
**Monday, November 12, 2007**

The Shadow Glen Board of Directors Meeting was held on Monday, November 12, 2007, at 6:00 p.m. in the home of Board Member Diane Burgett, 109. Present were – Lauri Newman, Diane Burgett, Stephanie Vaughn, April Scott and Jen Smith. John Payne was also present representing Paragon Management Group.

**Lawncare Proposal Interview:** The meeting began with an interview with LSI to review their proposal for 2008 lawncare and discuss their services.

The official Board of Directors meeting was called to order at 7:19 p.m. with a motion made by April, 2<sup>nd</sup> by Stephanie.

**Approval of the meeting minutes:** Postponed until next meeting.

**Review of the financial statement and collections:** Lauri makes a motion to postpone the approval of the financials – April 2<sup>nd</sup>. Fine discussion – especially those concerning dumpster violations. Collections were also discussed. [John will check with Cody to obtain the status. John will also check on unit 106 status because it was sold and the former owner is still listed on Aged Receivables.](#)

#### **Old Business**

**Security Lighting (NES John Harbor):** Paragon forwarded new diagram to NES – [John will let us know tomorrow what the new schedule is.](#)

**Lawncare/Landscaping (2008 Procurement):** LSI and Chaparral were both discussed. Stephanie asked if an exit clause (without penalty) can be added to any contract. John stated they do business with both companies and discussed strengths and weaknesses of having a large company or of a small company. After considerable discussion a motion was made by Stephanie to hire LSI, April 2<sup>nd</sup>. A vote was taken – all were in favor. [John will tentatively set up a meeting with LSI to discussion contract specifics.](#) Tree at corner of 300 block is almost completely fallen over. Paragon needs to send someone out to fix it. [John will send map to LSI tomorrow and request a speedy quote.](#) Belle Meade Exterminating came out to look at 3 giant ant hills – they were fire ants. If they are called to spray when they are already here to spray a home they will go ahead and spray it while they are here. They usually build against buildings or on the edges of concrete so pay attention and call if you see one.

**Pond Retention & Draining Issues:** Metro says everything should be approved to pull the hay bales. The problem was with the size of the retention ponds. [Lauri requested that Dick take pictures of the area and send them to Metro the next time he's at the property.](#)

#### **New Business**

**Manager's Report:** There were several violations as noted on the Manager's Report. John intends to redesign the Manager's Report. Violation reports were discussed and the way that violations are followed up on was also discussed and it was determined that a new system should be in place and implemented going forward.

**ARC Request:** Unit 155 for Storm Door Installation. Approved

**Invoice:** [Diane made a motion to pay invoice to Chaparral for \\$6000.80 for aerate & oversee.](#)

**Budget & Long-term Financial Model:** Lauri compared proposed budget with budget she drafted for the last meeting. John presented several different graphs for maintenance fee increases as well as budget line items. [Stephanie suggested that an explanation of services provided by the maintenance fee be included with the notice.](#) Lauri makes a motion to raise the maintenance fee 10% to \$82.50. Diane seconded. Stephanie approved. April & Jen denied. Budget line items should be adjusted and broken down into smaller categories and tabled for approval until next month.

**Dumpster:** The Board discussed additional pickups or how to combat the trash problem we're having. Paragon will contact trash management company to determine if it's possible to obtain a larger dumpster for that area. Also to ask how much notice they need for a special pick up.

**McCloud's Termite Inspection Notice:** Paragon will contact McClouds to notify them that we will send a new notice to all residents to have them set up an appointment with the termite company at a later date.

**Pet issues & owners pick up after pets:** Board should implement some sort of system to encourage or make it easier for owners to pick up after pets. Lauri suggested instating a fine policy. Diane suggested setting up poles. Lauri makes a motion that pet feces and garbage disposal fines will be \$25 per pile/bag. Stephanie 2<sup>nd</sup>.

**Management Issues:** Miscommunication & problems with requests not being handled were all discussed.

At 10:02 p.m. Lauri made a motion that the meeting be adjourned. Stephanie 2<sup>nd</sup>, Meeting adjourned.

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Officer: \_\_\_\_\_