

**Polo Fields HOA Board Meeting Minutes
January 7th, 2020**

Attendees

Jean Snavelly	X
Doug Johnson	X
Barbara Kaelin	X
Scott Allen	X
Ashley Yuhas	X
Kathy Martin	X

Agenda Items

1.) Call to Order	Called to order at 6:35PM
2.) Approval of minutes from Annual HOA Meeting 11/19/19	Approved by Kathy Martin Seconded by Jean Snavelly
3.) Open Issues	Doug Johnson
4.) New Business	Doug Johnson
5.) Financial Update	Jean Snavelly
6.) Call to End	Called to end at 8:45 PM by Jean Snavelly and 2 nd by Kathy Martin

Meeting Minutes

- **Open Issues**
 - Confirmed that MSD is to clean up the public drainage easement on Polo Fields Lane on 1/31/20.
 - Confirmed that the new landscaping on the berm of the Meadows will be installed during the first quarter of 2020.
 - Kathy Martin is currently looking into permanent repair of the entrance roadway possibilities.
- **New Business**
 - Discussed small cleaning up to all Accounts Receivable with John Erb needs to be completed. Barbara, Elizabeth and Ashley to connect with John to address by next meeting.
 - Discussed Establishment of a Safety Committee by Scott Allen
 - Discussed Online Capabilities for Communications and Invoices
 - Discussed Website Enhancements and Future System Changes (CRM Capabilities)
- **Financial Update**
 - Discussed replenishment of the capital account within the HOA reserve
- **Next Meeting**
 - Scheduled for March 10th at 6:30 PM

Action Items

- **Kathy Martin** – Provide the members with possible permanent repair quotes for the entrance roadway.
- **Ashley Yuhas/ Barbara Kaelin/ Elizabeth** – Connect with John Erb regarding the clean-up of the Accounts Receivable account.
- **Ashley Yuhas** – connect with others on enhancing the presentation of the website.
- **Scott Allen** – Connect with Barbara on CRM capabilities.