

**POLO FIELDS HOMEOWNER'S ASSOCIATION**

**Board of Directors' Meeting  
May 10, 2012**

PRESENT: Gary Smith  
Dan Saldana  
Alan McGraw  
James Cordell  
Susan Byrne

Approved the minutes from the April 25 Board meeting.

Administrative update:

- Reviewed accounts payable/receivables for HOA, Parks and Social Dues
- In the past 30 days, \$17,975 has been collected for past due Homeowner Association dues.
- The 2011 tax returns for the HOA have not yet been filed (by David Greenberg). David has been notified to file the returns.
- The first notice for the "Parks" homeowners mowing service has been processed and mailed to those homeowners.
- Aquatic Control will be installing the new fountain at the Meadows (approved January 12, 2012).
- Pending – moving the Polo Fields HOA office from David Greenberg's to a location in Shelbyville. Doing so will save the HOA more than \$3000 per year on rent alone.

Upcoming events:

- Community yard sale on May 12.
- July 4<sup>th</sup> fireworks display. (The HOA has always shared the cost of the fireworks with the Club. The same cost-sharing is planned for this year).

New Business:

- A letter will be crafted and sent to all homeowners. The purpose of the letter is to inform everyone of the election of the new Board and communicate next steps the Board plans to take.
- A payroll processing company has been engaged to process payroll for the employees (2) of the HOA. Prior to the April 23 resignation of David Greenberg, payroll was processed by a staff member in David's office.
- New bank accounts will be opened at Commonwealth Bank for all of the accounts managed by the HOA. There is a need for three accounts to manage: 1) HOA fees/monies, 2) Parks mowing, 3) Social dues collected on behalf of the Club. The intent is to consolidate, from the two banks (Republic Bank (3 accounts) and Your Community Bank (2 accounts)) to a single bank, with three accounts. (FYI - The Club is owned by Pacific Life and managed by O.B. Sports).

- Review of the 'check list' items that David Greenberg was to turn-over to the HOA upon his resignation.
- Establishment of three new committees: 1) Finance, 2) Communication, 3) Maintenance. Each Board member will 'chair' one of the committees. Alan will chair the Finance committee, Dan will chair the Maintenance committee, and Jim will chair the communication committee.
- Gary & Jim will schedule a meeting with the website developer to discuss changes to the current Homeowner Association site.
- Dan will follow-up with the vendor on the maintenance of the lakes owned/maintained by the HOA.
- Next meeting is scheduled for May 24, 6:00.