



I. **Meeting Called to Order:**

- The board meeting of the Alyson Pond Homeowners Association, scheduled for January 19, 2022 at 7:00pm took place at the Alyson Pond Clubhouse and was called to order by President Adam Gartenberg at 7:03pm.
- Board Members in Attendance: Adam Gartenberg (President), Kelly Crider (Secretary), Scott Brammer (Treasurer), Erica Penny (Facilities), Mike Clement (Architectural) and Matoka Snuggs (Charleston Management)
- Board Members Absent: Jenipher Riddle-Wilson (Vice President)
- A motion was made by Erica Penny to approve the November minutes and seconded by Scott Brammer. The meeting minutes were unanimously approved by those in attendance.

II. **Committee Reports:**

- Architectural
 - Several architectural requests were approved during this period including solar panel installation, paint and fence requests. There were also some submissions that require additional information in order to be evaluated for approval, such as the planned height for a fence request.
 - A past architectural request was also brought into question to confirm a response was provided, possibly for a fenced in porch, and Adam stated he would check in to confirm it was responded to.
 - The potential of adding a clause to the architectural guidelines to formally state that no carports would be permitted in the neighborhood was brought up and noted.
 - It was also noted that the city leaf collection for the zone the neighborhood is part of has been scheduled.
- Facilities
 - The lights at the neighborhood entrance have been fixed and the plants at the edge of the pond dam have been trimmed back.
 - Erica met with Beth who will be providing an estimate for planting around the trash receptacle as well as an estimate for adding vegetation to the fence border at the top of the hill by the pool as previously discussed as a means of helping prevent erosion on the hill.
 - There has been concern over tree branches on the private drive. The lower and shorter branches Beth is able to work on, however there are some higher branches of concern that may require a tree removal specialist. What further complicates this situation is that in Beth's assessment it is quite possible that removing the branches in question could kill the tree entirely. It is unclear what property the tree lies on as it is on the property border. Erica is working with Beth on identifying ownership of the tree and coordinating the effort needed from there in order to find a path forward to address the homeowner's concern.
 - It was brought up that the rubber mulch at the playground may be lopsided and the retention wall perhaps breached on the side near the picnic table. Matoka was able to confirm we passed on the recent inspection of the playground so we do not need additional mulch and it likely just needs to be redistributed if it is appearing lopsided.
 - Adam is still working on researching options to install security cameras on the pool house, facing the parking lot, to have added oversight of this area that at times has questionable behavior.



- Social
 - The social chair position remains vacant, anyone interested should reach out to the board.
 - The board is optimistic that we may return to having events this spring.

III. ***Unfinished Business:***

- Concerns over Erosion
 - The gutters and rocks were installed to and by the pool house prior to our last meeting, however it was brought up that it would be nice to try to cover or hide the tubing associated in order to be more aesthetically pleasing. Matoka said she would look into this item.
 - Erica is working with Beth on a quote for adding the previously discussed vegetation along the border of the pool fence at the top of the hill in an effort to combat erosion on the hill as noted in the facilities report.
- Amenity Keys
 - The board has been discussing updating the amenity gates to gates that allow exit without the need of the key and Matoka provided photos of what such gates would look like so the board could envision the change. There was some discussion to confirm that the gates would be high enough and the bars close enough to prevent the ability for someone to reach in and unlock the gate from the outside without a key. Once that item was confirmed the board transitioned to discussing if there could be a method to ensure the keys were adequately passed on to the next homeowner when people move out of the neighborhood. A few ideas were thrown out including collecting a deposit for the keys, but it was ultimately agreed that there were limited options of managing the transition of the keys. The next discussion was of how to deliver the keys where Matoka said she has seen them mailed to homeowners or having a designated time and spot for homeowners to pick up their keys where they would show their ID with the Alyson Pond address and sign off on collection. The new keys will be provided to homeowners, one per household, at no additional charge initially however the same measures will stand for a charge should a homeowner require a replacement key. From the quotes Matoka received previously the Capital Lock quote was less expensive and therefore the favorable vendor for the project. Erica motioned to move forward with Capital Locks for the amenity re-keying and gate replacement and this motion was seconded by Scott then unanimously approved by those in attendance.
 - While conducting this effort the board also agreed to move to an electronic code lock for the clubhouse in order to be able to assign codes for people renting the clubhouse as opposed to having to provide keys. Matoka will be asking Capital about this upgrade as part of the effort as well.

IV. ***New Business:***

- Clubhouse Rental
 - Over an e-mail thread with the board it was brought up that perhaps we could look at lowering the cost of renting the clubhouse during the middle of the week and this topic was brought up in new business for further discussion. The idea was that perhaps a lower rental cost for non-peak times would make the clubhouse more accessible and therefore better utilized. The current rental rate is \$50 and the discussion was to lower this to \$25 for mid-week rentals, excluding holidays. The board talked about security deposits for rentals which Matoka was to confirm. Discussion was also around the cleaning process and if cleaners could potentially come in after clubhouse use but that seemed unlikely due to the inconsistent occurrences of rentals. Matoka did however confirm the clubhouse was cleaned professionally once a month. It was also thought that perhaps the cleaning



items could be moved to the closet in the main clubhouse area as opposed to the hallway in order to provide easier access however there is limited space in the main closet likely preventing this move. With relying on homeowners to clean the clubhouse after use and someone to check to confirm cleanliness it was decided that if the lower fee was to spur increased use there would need to be a day in between rentals in order to ensure the clubhouse was clean and prepared for the next. Erica motioned to change the clubhouse rental fee to \$25 for Monday through Thursday, excluding holidays, with a one-day gap between rentals and Mike seconded the motion. The motion was unanimously approved by those in attendance.

V. **Financial Report:**

- We finished the year at a surplus as we had budgeted for a more costly solution to the erosion concerns as well as social events that the pandemic prevented. Matoka transferred the year end gain into the reserve. Some of this will be used in the re-keying effort for the amenities.
- Financial Comparison for November/December:

	November	December
Checking	\$39,575	\$52,733
Reserve	\$90,875	\$90,883
A/R	\$8,180	\$8,325

VI. **Adjourn:**

- The remainder of the meeting was discussion in closed business. The meeting was adjourned at 8:37pm.
- The next meeting is scheduled for March 16 at 7:00pm at the clubhouse.