

**Eagle Landing at Oakleaf Plantation  
Homeowners Association, Inc.  
Board of Directors Meeting  
Thursday, September 8, 2022**

**Minutes**

**CALL OF ROLL**

The meeting was called to order at 6:09 p.m., by President, Junius Hill.

Present were Junius Hill, Bobby Poole, Scott Watson, Donald Hall, Trent Janney, Debra Brown, and Patricia Loughheed. Kathy Melton, CAM represented The CAM Team.

The meeting was held via Zoom. Three homeowners were in attendance.

**PROOF OF NOTICE OF MEETING**

Notice of the meeting was posted on the Eagle Landing website.

**DETERMINATION OF QUORUM**

A quorum of the Board was met with seven Directors in attendance.

**APPROVAL OF MINUTES**

Approval of the August 23, 2022 Board of Directors meeting was tabled for the September 20, 2022 meeting.

**IRON MOUNTAIN SCHEDULE OF WORK REVIEW AND MOTION FOR APPROVAL**

The scope of the Iron Mountain project to convert the ARC records to digital was reviewed and the ARC conversion process was discussed. Currently, the ARC files are being audited by East-West Partners staff and should be completed by the end of the month. The digital conversion process will take approximately four (4) weeks to complete. Trent Janney will take the lead on training ARC Committee members in using the Iron Mountain system. November 2022 is still the target date to transition ARC control from East-West Partners to the HOA.

The ARC administration process was reviewed from the initial request through approval. A Zoom account is needed for the ARC Committee and will also be used by the Fining Committee. The CAM Team has a system in place to allow the ARC Committee to view and vote on requests.

The digital conversion budget was reviewed. The upfront cost will be \$17,172.00, which includes the cost of scanning the records (\$15,372.00) and the annual software subscription cost (\$1,800.00). The annual cost for a Zoom subscription is \$150.00. Iron Mountain charges \$170.00 per month to store the physical records, and The CAM Team has offered to store the records at no additional charge.

A motion was made by Junius to approve the Iron Mountain schedule of work. Scott Watson seconded. None opposed and the motion carried.

**FINING COMMITTEE**

The Fining Committee is currently made up of Richard Werner, Gerard Bovaird and Joe Kinworthy. A motion was made by Bobby Poole to appoint Charlotte Lingard-Young and Steve Laurenzano to the Fining

*Approved 9.20.2022  
Kathy Melton, CAM*

Committee. Scott Watson seconded. None opposed and the motion carried. The fining process will be discussed at the September 20<sup>th</sup> meeting.

#### **DIRECTOR QUESTIONS AND COMMENTS**

Bobby Poole asked if there is a legal barrier to picking up the phone to call residents who are delinquent. An attorney would need to be contacted to answer the question. The CAM Team is not a collection agency so calls are not placed to homeowners to discuss their balances. The homeowners must make the initial contact.

Debra Brown asked if Board members have met with any issues in taking pictures to report violations. All responded that it has gone fairly smoothly. Scott Watson cautioned that it would not be wise for Boards to get involved in social media posts regarding Association business. Junius Hill shared a situation where an ARC liaison was followed and confronted by a homeowner after a picture was taken of the color scheme of the house.

Don Hall asked if we could start scanning the ARC documents now instead of waiting until the end of the month. The audit of records by East-West Partners must be completed first.

#### **MEMBERS QUESTIONS AND STATEMENTS:**

A homeowner asked about Board positions available next year. Three seats will be up for election at the next Annual Meeting.

A homeowner would like to join the Fining Committee or ARC Committee. The Board asked that she email her resume to eaglelandingbod@gmail.com.

Director, Debra Brown asked about establishing a Beautification Committee or Neighborhood Watch program in the community. A suggestion was made to work through the CDD to see if they would be interested.

#### **Adjournment**

All business being completed, a motion was made by Trent Janney to adjourn. Scott Watson seconded. The the meeting was adjourned at 7:12 p.m.