

Cornerstone South Association, Inc.

Board Meeting Minutes

March 12, 2013

A quorum of the Board of Directors was present with the following board members all present: Christine Vick, President; Donna Dozois, Secretary; Jessica Reyes, Treasurer; and Erle Penn, Voting Member. Absent were Len Chatman, Vice President and Michelle Jones, Property Manager PMSI.

The meeting was called to order by Christine Vick at 7:05 pm. A phone call was placed to PMSI for Michelle Jones but she was unable to be reached. The minutes from January 15 and January 21 were unanimously approved as written.

- I. The following Old Business was reviewed and discussed:
 - A. Discussion regarding Enforcement Committee and Fines:
 1. A 30-day warning was established for an offense to be given the homeowner to make right on their violation.
 2. Days 31-59 – A \$100 fine to be paid in addition to correcting the violation.
 3. Days 60-89 – If violation still un-remedied a \$500 fine is to be imposed in addition to correcting the violation.
 4. Days 90-119 – A \$1000 fine will be imposed in addition to correcting the violation.
 5. Days 120 and over – The Attorney process will begin.
 6. The Board recognizes the homeowner's right to appeal. The appeal process must occur within the first 30 days.
 - B. The Enforcement Committee.
 1. Homeowner Marcel West was unanimously elected to the Enforcement Board.
 2. One more vacant seat remains to be filled.
 - C. Michele Jones, PMSI, will be contacted:
 1. Regarding photos, letters for all existing violations that the Board and EC (Enforcement Committee) have inherited. It was established that letters should be sent to both the Townhome Owner and Renter.
 2. Michele Jones, PMSI, will also be contacted regarding her knowledge about public parking and towing of vehicles that are improperly parked within both Cornerstone communities.
 - D. For future consideration may be the installation of nonworking gates at the entrances of the Cornerstone(s) in order to give the impression of a gated community. Also, we may consider speed bumps in the communities to deter traffic that is cutting through from Oakleaf Village Parkway to Argyle and vice versa.
 - E. Board of Director Terms, Duties, and Election of new Board members.
 1. Term Limits are:
 - A) President 1 year.
 - B) Vice president 2 years.
 - C) All others 3 years.
 2. Duties:
 - A) President and Vice President at the President's request will handle Old Business and New Business issues as are pertinent, discussed and voted upon at the meetings. They will prepare the Agenda for the meetings.

- B) Secretary will take the meeting notes, prepare the minutes, post the meetings and take care of the emailing of meeting notices to the Board. Secretary will type out the Agenda if requested by the P and VP. Secretary will forward any pertinent emails to the Board that are sent via the Gmail account.
- C) Treasurer will prepare and report on the income and expenses of the Homeowner's Association, and will oversee repairs/maintenance as voted upon by the Board. The treasurers will ensure that the bills incurred by Cornerstone Homeowner's Association are paid in a timely manner.
- D) Voting Member at Large – Attends Board meetings to ensure a quorum.
- 3. Voting for new Board members to be elected due to term ending will be annually at the November meeting.
 - A) In the event a Board member must resign the member elected mid-term will serve only until the annual meeting; but, may run to be permanently elected at that annual meeting.
- II. New Business.
 - A. The following repairs were authorized by the Board and permission given to Jessica Reyes, Treasurer:
 - 1. Repair broken fence portions Cornerstone and Cornerstone South.
 - 2. No Soliciting signs.
 - 3. Brick repairs at Kiosk.
 - 4. Power wash fences.
 - 5. Holes on outside of fence as may have been left by the Mattamy signs.
 - B. Other issues we need to stay on top of:
 - 1. Properties Mattamy has not paid their contracted agreement for fees.
 - 2. April meeting with PMSI to discuss their contract and clarify their obligations/duties.
 - 3. Future renters and owners must have printed copies of the Covenants and Bylaws in their possession.
 - 4. Doggie containers need looking after.
 - 5. Red garden chips need to be replaced.
 - 6. Trees and Bushes need to be trimmed.
 - 7. Exterminator companies (It is believed there are two and perhaps three) should be contacted and clarification of buildings protected.
- III. Future meetings established as follows:
 - April Meeting with PMSI, BOD and EC to be determined.
 - Tuesday, April 16, 2013, 7-8:30 PM Argyle Branch library.
 - Tuesday, May 14, 2013, 7-8:30 PM Argyle Branch Library.
 - Tuesday, June 11, 2013, 7-8:30 PM Argyle Branch Library.