

# February 6, 2020 SJNA Board Meeting Minutes

Present: Mark Harris, Bob Darling, Cynthia Prokop and  
Chris Riggins, Jackie Lamar (Activities Committee)

## Meeting called to order

---

### Last month meeting minutes read.

Minutes Approved.

---

### Treasurer's Report (included)

Interest received on CD

\$75 received back from sold property

End of February a new CD to be purchased

Liens will be filed on outstanding Homeowners dues

\*\*Motion made to approve treasurers report.

\*\*Motion approved.

---

### ACC Committee Report

Building Permit Request submitted and approved

Open discussion of enforcing C & R by phase and what to place focus on

Boats and Trailers-Rule #21

ACC Chair recount dealing with complaint regarding Rule #21

- Homeowner approached Face to Face and explained rule violation (first week of December)
- ACC spoke with Homeowner January 10<sup>th</sup>, Homeowner has no solution to rule violation at this time. Homeowner threatened physical harm to person who lodged complaint if they see that person in front of their home. Homeowner expressed their views on person who made complaint.

- ACC committed to trying to communicate with homeowner. Working on issue. Was to check in before end of February.
- No clear solution to this problem at this time.

---

### **Safety Committee Report**

Location Preference for Radar Speed Signs (reach out to Finley Vinson)  
City will place signs based on the street requested.

Slow-Children at Play signs from First Security-Available and will be picked up by next meeting.

---

### **Activities Committee Report (included)**

Activities Report read by Jackie Lamar

Working on new events for neighborhood

Cookout-Spring 2020-March 29<sup>th</sup>/April 4<sup>th</sup>

Neighborhood Garage Sale-June 6<sup>th</sup>

Ice Cream Social-October 18<sup>th</sup>

Santa Claus Drive by-tentative date December 15<sup>th</sup>

Need to verify amount of funding needed for each event for approval

---

### **Beautification Committee Report**

Mary not present. No report.

---

### **Communication Committee Report**

Updated website with new Plat Survey information

Added previous month's minutes to site

Activities Committee was recognized on FB for their work in December

Will be submitting reimbursement receipt for FB Ads in the amount of \$8

### **Welcome Committee Report from Mary**

Mary not present (discussion for funding needed for committee tabled)

---

## Special Orders

None

---

## Unfinished Business

### CnR complaint process initiation

Using Bylaws and Covenants-Being Consistent, Being Compassionate  
Complaint-----> ACC (face to face good faith effort) ----> Note to Homeowner

### No Solicitation Signage – ACC Chairman

Solicitation and Peddler Ordinance Requirements-Noted Exceptions  
No Solicitation Signs-Mark providing several options  
City Attorney noted signs must be on personal property to be able to be enforceable.  
Canvassers vs Solicitors designation  
Solicitors must be permitted from the City of Conway  
Would need to purchase 6 signs for neighborhood to deter Solicitors

\*\*Motion seeking approval for purchase of No Solicitation Signage up to \$150

\*\*Motion approved

\*\*Motion approved to purchase 10'' by 7'' signs OSHA Sign #1-33419

\*\*Motion approved

### Clearing of drainage ditches – President /Secretary

Mark found Plat of Survey's for each phase of the subdivision  
Formal complaint made on behalf of 1715 Amelia Dr. to the Director of City  
Transportation about Tree in drainage ditch in dangerous position endangering home.

### Richard Kendrick Fence Contract

Richard agreed with all elements with exception of him using 3 inch ring  
shank nails.

Need a copy of the finished and signed copy for records.

---

## **New Business (need a motion on each to proceed with decision process)**

### **Mulch funding / Fertilizing Flower Beds**

\*\*Motion put forth to approve spending for mulch and fertilizer for the Spring 2020 in the amount up to \$800

\*\*Motion approved

### **Meeting Minutes Policy Change**

8. Minutes [added and approved 11/7/19](revised 2/6/20)

Meeting minutes will be distributed to the Board within 14 days following the monthly board meeting. The agenda for the monthly board meeting will be made available to board members 24 hours prior to the first Thursday of the month (Monthly Board meeting).

\*\*Motion put forth to modify Policy 8 Meeting Minutes

\*\*Motion Approved

### **Digital Speed Signs**

\*\*Motion made to approve 1 digital speed radar signs on John Bryant Drive going north (from Tyler Street) Up to \$2600

\*\*Motion approved

\*\*Motion made to approve seeking (from the City of Conway) speed limit signs on John Bryant Drive and Amelia Drive on north end near Irby Drive, additionally seeking speed bump signage for missing places in subdivision.

\*\*Motion approved

### **Sprinkler System Maintenance**

Bob to reach out to Olive Branch and find out how sprinklers will be opened for season, repaired and maintained for the season. May need sprinkler head repairs and replacements.

---

### **Adjournment**

\*\*Motion to adjourn the meeting

\*\*Motion approved

**ST John's Neighborhood Association Board**  
**Meeting Agenda**

Date 2/6/2020  
6:00 pm

**I. Call to order**

**II. Reading and approval of last month's minutes.**

**III. Treasurer's / Financial Committee's Report**

**IV. Committee Reports**

- a. Architectural Control Committee (Chris)
- b. Safety Committee (Chris)
- c. Activities Committee (Mary/Cindy)
- d. Beautification Committee (Mary)
- e. Communication Committee (Cindy)
- f. Welcome Committee (Mary)

**V. Special Orders**

- a. None

**VI. Unfinished Business**

- a. No Solicitation Signage selection and funding. – ACC Chair
- b. CnR complaint process discussion – ACC Chair / President
- c. Clearing of drainage ditches (review Plats)– President / Secretary

**VII. New Business (need a motion on each to proceed with decision process)**

**VIII. Adjournment**

## Treasurers Report for End of Year 2019

	Year Ending
<b>INCOME</b>	
HOA DUES - COLLECTED	\$ 13,400.00
LATE FEES	\$ 1,700.00
INTEREST INCOME	\$ 62.86
INTEREST INCOME CD	\$ 13.15
<b>TOTAL INCOME</b>	<b>\$ 15,176.01</b>
<b>EXPENSES</b>	
ACCOUNTING FEES	\$ -
ATTORNEY FEES	\$ -
NEIGHBORHOOD SIGNAGE	\$ 802.83
LANDSCAPING	\$ 2,137.52
COMMUNICATION - EVENT EXPENSES	\$ 541.50
NEWSLETTER/COMMUNICATION EXPENSES	\$ 154.00
BANK CHARGES	\$ -
POST OFFICE EXPENSE	\$ 174.00
STATEMENT EXPENSES	\$ 836.11
INSURANCE	\$ 1,057.00
UTILITIES	\$ 1,036.80
CAPITAL PROJECTS - SPEED BUMPS	\$ 1,750.00
CAPITAL PROJECTS - FLOWER BEDS	\$ 2,844.51
<b>TOTAL EXPENSE</b>	<b>\$ 11,334.27</b>
<b>NET INCOME</b>	<b>\$ 3,841.74</b>
<b>ST JOHNS NEIGHBORHOOD ASSOCIATION</b>	
<b>BALANCE SHEET</b>	
<b>FOR YEAR ENDING 12/31/2019</b>	
<b>ASSETS</b>	
CASH - FIRST SECURITY	\$ 54,322.75
ACCOUNTS RECEIVABLE	\$ 4,276.21
OTHER CURRENT ASSETS	
CD - FIRST SECURITY	\$ 10,013.15
<b>TOTAL ASSETS</b>	<b>\$ 68,612.11</b>
<b>LIABILITIES &amp; OWNERS EQUITY</b>	
EQUITY	\$ 64,261.21
NET INCOME - CURRENT	\$ 3,841.74
ACCOUNTS PAYABLE	\$ 509.16
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>\$ 68,612.11</b>

St. John's Neighborhood Association  
 Treasurer Report  
 1/31/2020

Beginning Balance		<u>\$ 54,322.75</u>
<b>Deposits</b>		
Interest	\$ 4.57	
	<u>\$ 4.57</u>	
		<u>\$ 54,327.32</u>
<b>Payments</b>		
Landscaping	\$ 254.58	
Landscaping	\$ 254.58	
Utilities	\$ 29.43	
Utilities	\$ 11.35	
Utilities	\$ 16.98	
Utilities	\$ 29.72	
Mary Humphreys - Copies	\$ 15.71	
	<u>\$ 612.35</u>	
Ending Balance		<u>\$ 53,714.97</u>
SJNA CD 1		\$ 10,013.15
Interest - 1/1 thru 1/31		\$ 13.58
Ending Balance		<u>\$ 10,026.73</u>
Total Balance with FSB		<u>\$ 63,741.70</u>

## SJNA Board Policies

### **1. Conflicts of Interests (COI) Policy [approved 9/5/19]**

It is the policy of the SJNA Board that contracts will not be made, and services will not be rendered from individuals or companies that have business or familial ties to board members without prior authorization from the board. The board shall not give authorization unless at least 2 other quotes are obtained for equivalent work which is more expensive than the exception being requested.

### **2. Debate [tabled 9/5/19] (revised 10/3/19)**

During debate of a motion, time for debate is limited to 10 minutes. The person making the motion shall be the first to argue for the motion and debate shall alternate between those for and those against. A member may argue additionally once all other members have had the chance to speak. If a motion requires additional discussion beyond 10 minutes, a motion can be made for approval to extend the time allotted for the motion debate. If motion debate exceeds reasonable time spent during the meeting, a motion to table the debate for the next meeting can be made.

### **3. Financial Payments [approved 9/5/19]**

Payments to vendors or services providers shall be made on an invoice date plus 30 days unless other arrangements are made with the SJNA Treasurer.

### **4. Video & Audio Recording [approved 9/5/19]**

Video and audio recording may not be performed of board meetings or of individual board members without the expressed permission of the board or the individual board members. Recording, if approved, may only be performed by the secretary for generation of meeting minutes.

### **5. Code of Conduct [approved 9/5/19]**

Board members will conduct themselves with honesty, equity, integrity, respect, and transparency in all of their actions with the board and with members of the SJNA.

### **6. Confidentiality [approved 9/5/19] (revised 11/7/19)**

Discussions at board meetings, emails and verbal discussions between board members are considered confidential and shall not be disclosed outside of the board by board members without the specific approval of the board.

SJNA Board Meeting minutes should only detail the decisions reached at board meetings. Details of discussions by members in reaching the decisions are not to be included. (see RONR p. 468, 11.16-18).

### **7. Acceptance of gifts [approved 9/5/19]**

Board members shall not accept cash gifts or non-cash gifts with a monetary value greater than \$5.00 that is received based on their position on the board.

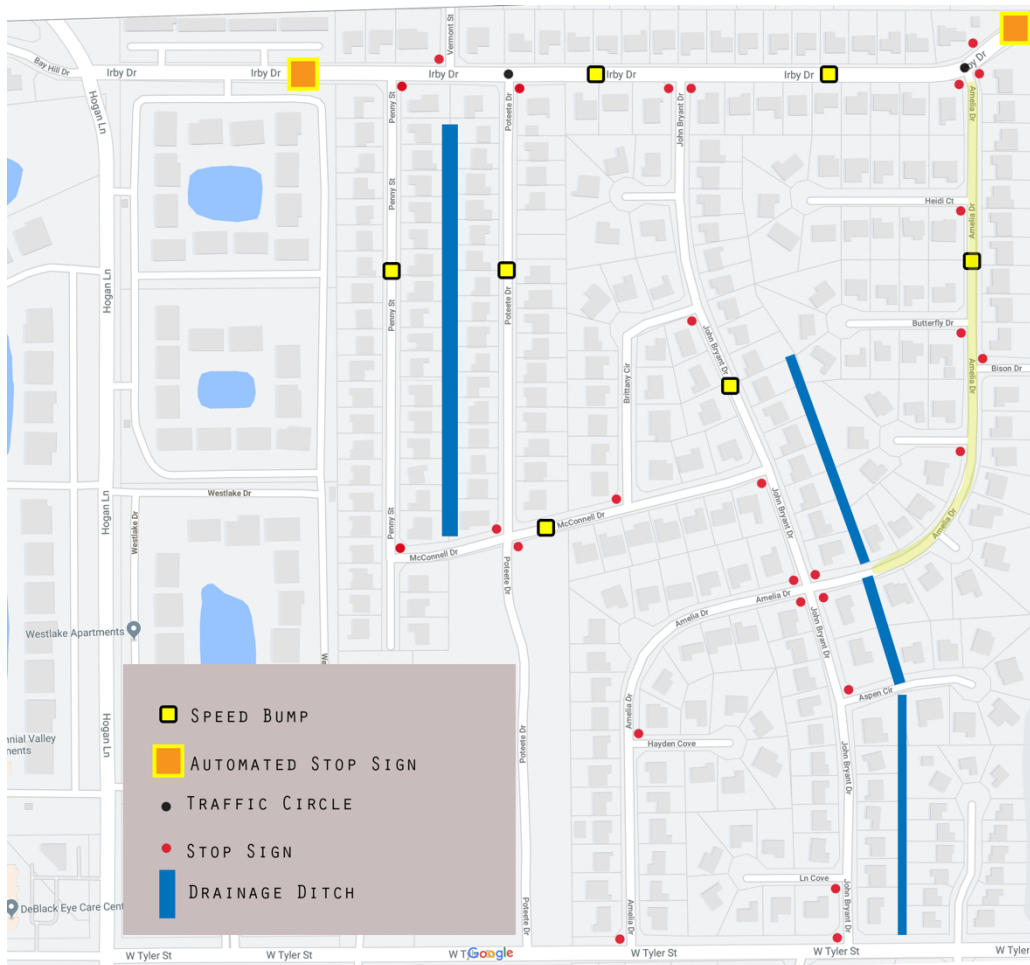
### **8. Minutes [added and approved 11/7/19] (revised 2/6/20)**

Meeting minutes will be distributed to the Board within 14 days following the monthly board meeting. The agenda for the monthly board meeting will be made available to board members 24 hours prior to the first Thursday of the month (Monthly Board meeting).

### **9. Visitors [added and approved 11/7/19]**

Visitors present to the Board meetings may voice their concerns and ask their questions after meeting business has concluded.





**Speed Bumps:**  
 \*All need ThermoPlastic Markings\*  
 Irby Drive (2)  
 John Bryant Drive  
 Amelia Drive  
 Penny Street (needs sign)  
 Poteete Drive (needs sign)  
 McConnell Drive (needs sign)

**Stop Signs:**  
 Bison Drive Stop Sign needs to be fixed and driven into ground properly.

**Speed concerns:**  
**Stretch of Amelia Drive from John Bryant to Irby Drive**  
 \*No speed limit designation to 20 mph from Irby 25mph.  
 \*Long stretch with opportunity for high speeds.  
 \*Request for Radar Speed Sign by several members of the neighborhood

**John Bryant and Tyler Street**  
 \*Request for Radar Speed Sign by several members of the neighborhood

**Stretch of Amelia Drive from Tyler St. to John Bryant**  
 \*Concern of speeding cars around curve near cul de sac (after Hayden Cove)

**General Comments:**  
 \*would like more speed bumps  
 \*would like more street lights  
 \*replace SLOW signs at both Tyler Street entrances  
 \*Place large Neighborhood watch Signs at Tyler Street Entrances in place of Littering signs currently there.  
 \*No Solicitation Signs  
 updated 12/5/2019