

Manchester Park HOA Board Meeting  
September 25, 2017  
Meeting Minutes

All members of the Manchester HOA Board Meeting were in attendance

- Tony Banco
- Joanne Benson
- Karen Brooks
- Jim Harvey
- Thomas Smith

Tony Banco called the meeting to order at 6:35 PM.

- I. The first item of discussion was to determine the landscape maintenance contract scope of work in preparation to bid out the contract for 2018. After a brief discussion, the board unanimously approved to:
  - bid a 3 year contract, keeping the 30 day notice of contract cancellation term in the current contract language;
  - keep the current scope of work with 2 additions:
    - add mowing of the "right of way" on the Mac Circle side of the neighborhood 6 times per year
    - add the request of a quote from the responders for a "right to cure" on abandoned homes
  - Have the start date of the new contract award to be January 1, 2018
- II. Second item of discussion was to review landscaping requirements for residents. The "pine straw requirement" was the most pressing concern and our only item reviewed at this meeting. The Board found that the original reference to "straw" is in the Declaration of Covenants, Conditions, Restrictions, Easements, Charges and Liens for Manchester Park, page 13, Section 14, item b, sub-item vi, "...regular replacement of straws and mulch..." The Board noted that the "pine straw requirement" must have been a specification of the previous HOA Board and unanimously approved that the current specification would be "straws and mulch of a natural color (a color found in nature without the use of dyes)", which will also include rock or stone. The Board also determined that a full review of the Regulations would take place at the next board meeting and all updates would be reported to MJS for distribution after that meeting.
- III. The third item of discussion was a board statement for social media. After a quick review of the social media activity since the last board meeting, the board unanimously approved to craft a statement for posting on the Manchester Park Community Facebook page. Joanne Benson will draft the original and send to the board for edits and approval. Tony Banco will post the final, approved statement on the Facebook page as the Manchester Park HOA Board.

- IV. The fourth item of discussion (which was an ad-hoc item) was the Board's attendance at the Neighborhood Watch meeting called by Gene Bryant, current Neighborhood Watch Commander. Board members who are able to attend will introduce themselves as Board Members and note our general support of the Neighborhood Watch. Someone from the board will be communicating with the crime watch leadership.
  
- V. The fifth item of discussion was Manchester Park Community Facebook Page Administrators: procedures for making posts relative to the HOA and the appointment of a board spokesperson. After much discussion, the board determined that we will make the Board Statement (as noted above in item 3), and in general, board members will not respond to items posted for our attention on the Facebook page. The Board will, however, immediately delete any profane posts on the page as soon as they are noticed. The Community has been made aware of the appropriate method of contacting MJS Management Company to report violations and ask questions regarding Manchester Park Regulations.
  
- VI. The sixth item of discussion was the requirement of Background checks for HOA Board Members. Tony Banco moved that once community members are voted onto the HOA Board, a background check should be run, and the motion was unanimously approved. Tony Banco will check with MJS on this requirement at other communities and the next steps needed to put this requirement in place.

Finally, a discussion regarding Board communications took place. It was determined that the Board will use the GroupMe application to facilitate quick communication. Tony Banco will set the group up and invite Board members to the group.

The Board's next meeting will be Thursday, October 5th at 6:30 PM at the home of Joanne Benson. The primary agenda item for that meeting will be a discussion of the Regulations and any updates to be made.

The meeting was adjourned at 8:00 PM.

Respectfully Submitted,

*Joanne Benson*

Joanne Benson, Secretary