

**Country Club of Arkansas Property Owners Association**  
**Meeting Minutes**

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**November 19, 2013**

Present: Curt Verzwylvelt, President; David Stillwell, Treasurer; Mike Chastain, Kerry Koehler

Absent: Robert Robinette, Member;

Committee Members Present: Doreen Mattes, Administration Committee; Kevin Corbell, Treasury Committee

**I. Call to Order, Assignment of Officers, Approval of Minutes, Approval of Agenda**

- The meeting was called to order at 6:36 pm
- Pursuant to Section 3.4. Resignations, Filling of Vacancies, Increase of Number of Members of the Board of the bylaws, interested candidates Mike Chastain and Kerry Koehler were nominated by Curt to fill the two vacancies created by the resignation of Mike Fancher and term expiration of Don Goodlow. Curt called for a motion to elect Mike as Vice President, and Kerry as Secretary. David seconded the motion. The motion was unanimously approved.
- The minutes of the October 28<sup>th</sup> meeting were read by Curt. Curt called for a motion to accept the minutes. David seconded the motion. The motion to approve the minutes was unanimously approved.
- The minutes of the October 29<sup>th</sup> meeting were read by Curt. Curt called for a motion to accept the minutes. David seconded the motion. The motion to approve the minutes was unanimously approved.
- The 11/19 agenda was reviewed. Curt called for a motion to accept the agenda. David seconded the motion. The motion to approve the agenda was unanimously approved

**II. Officers/Directors Reports**

- Presidents Report:
  - Curt met with the developers and learned the developers cannot file Articles of Correction on behalf of the CCOA POA. The board would have to file the Articles according to the Secretary of State's office. Further discussion will be forthcoming in section V. Old Business
- Treasurer's Report:
  - David reported on current dues collection, unpaid lots, outgoing expenses and current bank balance. As of today, 289 lots are considered delinquent and 1048 lots are in good standing. The Treasury Committee posted the Income/Expense Report on the website.

- Curt called for a motion to accept the Treasurer's report. David seconded the motion. The motion to approve the report was unanimously approved.
- Secretaries Report:
  - Doreen confirmed the board will continue to meet on the first Tuesday of each month at 6:30 pm. The location will be determined prior to each meeting.

### **III. Beautification Committee Report**

- Kevin reported on the status of the sprinkler system leak on Country Club Boulevard between the Golf Course and Grenoble Circle. Maumelle Water agreed to repair the leak. Maumelle Water will replace the 2" main with a 1 ¾" main. This will result in a cost savings to the POA.
- Montpellier flower beds are scheduled for planting by the committee next weekend if weather permits.

### **IV. New Business**

- 2013 Delinquent Dues: The board agrees there is some confusion regarding delinquent charges. The bylaws allow assessment of delinquent fees of \$10.00 per month beginning the first month of delinquency. The board chooses to waive the delinquency fees for the year 2013. The board agrees to begin assessing delinquent fees beginning February 2014. The 238 lots currently considered delinquent will be invoiced a current overdue balance of \$50.00 for 2013 and \$50.00 for 2014 dues (total due \$100.00). If the lot holder does not pay the full amount due, \$100.00, the assessment of late fees in the amount of \$10.00 per month will begin to accrue starting February 2014. The board will decide, at a later date, how to handle seriously delinquent accounts – either using the services of a collection agency or the filing of property liens. Curt called for a motion to accept the delinquency procedures. David seconded the motion. The motion to approve the delinquency procedures was unanimously approved.

### **V. Old Business**

- As discussed in the President's report, the developers inadvertently failed to include phases 20, 21, & 23 in the Articles of Incorporation for the Country Club of Arkansas Property Owner's Association filed 7/26/2012 and amended 8/15/2012. The developers requested permission from the board to file Articles of Correction. The board approved. When the developers tried to file, they were told by the Secretary of State's office they are not permitted to make such Correction and the CCPOAPOA Board would need to file an Amendment to Articles with the Secretary of State. The board recognizes the phases were originally intended to be included and the developers made an honest mistake by excluding the phases. The board agrees it is acting in good faith to file an Articles of Amendment to include phases 20, 21, & 23. Curt called for a motion to file

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Articles of Amendment to include phases 20, 21, & 23. David seconded the motion. The motion to file the Articles of Amendment was unanimously approved.

**VI. Adjournment**

- Without further questions, Curt called for a motion to adjourn the meeting at 8:44 pm. David seconded the motion. The motion to adjourn was unanimously approved.

Meeting Minutes prepared by:  
Doreen Mattes, Assistant Secretary  
CCOA POA Administration Committee