

**Serenade Homeowners Association, Inc.**  
**Minutes: Board of Directors Meeting**  
**1007 Towne Lake Hills East, Woodstock, GA 30189 (Offices of Sixes Management)**  
**September 16, 2020 7:00 PM**

**Board Members Present:** Peter Conrady, John Guse, David Wright  
**Board Members Absent:** Robert Lockhart, Mark Cambron  
**Property Manager:** Lena Davis

- Meeting called to order by President at 7:08 PM. A Quorum of the Board of Directors was established.

**Motion:** Approve Meeting Minutes from August 19<sup>th</sup>, 2020 Board Meeting  
**Vote:** Motion Approved (3-0)

**Committee Reports**

1. Social
  - a. Reviewed Fall events. Reviewed COI and W9 requirement for vendors again
  - b. Discussion of social events included the review of policy regarding the W9 and Certificate of Insurance (COI) requirement
    - i. A W9 will be required for any vendor/service provided that meets/exceeds \$600 in the calendar year.
    - ii. Requiring proof of valid insurance from all vendors is a best practice recommended by SMG
2. ARC – No report
3. Welcome- No report

**Property Management Report**

1. Reviewed facilities inspection and maintenance items
  - a. Pool Exit button cover was damaged and replacing in kind seems ineffective. Seeking alternate solutions but present board members are also comfortable with no cover
2. Architectural Log Reviewed
3. Compliance Log Reviewed
4. Reviewed tennis committee requests

**Motion:** Approve Property Manager's Report  
**Vote:** Motion Approved (3-0)

**Financial Report**

1. Comparative Balance Sheet Reviewed
2. Income Statement Reviewed
3. Reserve Reviewed

**Motion:** Approve Financial Report  
**Vote:** Motion Approved (3-0)

**Old Business**

1. Security Camera Installation in Progress. Bates Electrical working to resolve internet issues identified at time of installation
2. Quote requested to extend pool operations by one week.
3. Landscape Expectations and Projects reviewed
4. Reviewed updated compliance letter. Emailed to full board for review and approval.
5. Mailbox change tabled until full board is present

**New Business**

1. Discussed potential Reserve/Capital Improvement projects for 2021 Budget
2. Next Board meeting to be October 21, 2020 at 7:00 PM

**Motion:**        **Adjourn Meeting**  
**Vote:**         **Motion Approved (3-0)**

- Meeting adjourned by the President at 8:18 PM