



**SEDFIELD HOME OWNERS ASSOCIATION**  
**BOARD OF DIRECTORS**  
**MEETING MINUTES, FINANCIAL STATEMENTS, AND**  
**ACCOMPLISHMENTS**  
**SEPTEMBER 2021**

September 14, 2021

Present: Dave Willis, Tessa Faddis, Dennis Smith, Dave Teesdale, Scott Wenger, Cortney Wanca

Meeting Location: Board Member's Residence, 7:00 p.m.

### 1. Discussion & Motions

Board agreed to follow Robert's Rules of Order for running meetings.

MOTION: Scot Wenger Approve meeting minutes from August

SECOND: Tessa Faddis VOTE: Unanimous Aye

**DISCUSSION:** A resident asked if tennis court lights could be adjusted so they do not to shine into residences. The lights are optimized for proper court lighting so there are no "dead spots" on the courts. Adjusting lights is not feasible as it would cause uneven lighting. Best option is adjusting the timer to shut off lights at 10:00 p.m.

**MOTION:** Dave Willis – Change timer to shut off lights at 10 p.m..

SECOND: Tessa Faddis VOTE: Unanimous Aye

**DISCUSSION:** Tessa reviewed financial statements. 135 of the 138 homes have paid annual dues through August. A reminder will be sent to residents about paying dues. At the end of September a notice will be sent to those delinquent residents with a late fee attached.

Majority of expenses in August were related to standard operating expenses including landscaping/mowing, fertilizing, trimming, purchasing plants (\$1600), food truck permit, pool cleaning, chemicals, bathroom supplies, and message board signs.

MOTION: Dave Willis. Approve financials SECOND: Cortney Wanca VOTE: Unanimous Aye

**DISCUSSION:** Pool furniture costs are being monitored and will probably be purchased in December time frame.

**DISCUSSION:** Court lighting update from Scott Wenger: The new contractor selected installed tennis court lighting for \$4008.98, which was less than previous contractor. The total cost included new lights, labor, man lift rental, and an electrician. The previous estimate was \$5200

**DISCUSSION:** Need to determine best method to maintain vegetation growth on hill behind pickleball courts. Suggestion was made to use different types of ivy as ground cover.

**DISCUSSION:** Bios for Board members are complete and and are posted on HOA website.

**DISCUSSION:** Need to check on need for a contract with Rural Metro to cover pool house if there is a fire. Will discuss with insurance agent to see if there is a need. Look into raising deductible and other options that may help reduce premiums.

**DISCUSSION:** Scott explain repairing and patching the cracks in the tennis courts and then paint them.

**DISCUSSION:** Pool repairs needed- caulking between tiles and deck caps, underwater light anchor clips, and phone outage.

**DISCUSSION:** Traffic Study. The subdivision is experiencing drivers frequently exceeding the speed limit on our streets. Safety is concern. Prepare the appropriate forms/documents needed by Town of Farragut for them to conduct a traffic study. This will be submitted to Town of Farragut for their action.

**MOTION:** Scott Wenger– prepare the needed forms to initiate a traffic study.

SECOND: David Teesdale VOTE: 6 aye, 1 nay.

**DISCUSSION:** Establish a process for future events so all the requirements and needs can be met before the event is held. The responsible committee is to bring the prosed event to the Board for approval. Liaison to inform the Board of upcoming event, estimated cost, permit requirements, etc.

**DISCUSSION:** Cortney Wanca requested the board continue to make every effort possible to conduct all non-emergency business within a meeting that has been called to order with a quorum of board members, and follows the motion, second, discussion, and voting procedures according to Robert's Rules of Order.

## **2. Committee Reports**

PRESIDENT/VICE PRESIDENT: No updates

SECRETARY: No updates

LANDSCAPING: Previously discussed

RECREATION: New water flow meter purchased and installed at pool. Water at pool house will be turned off and winterized in November.

ADVISORY: Approved installing a portico and a garbage can enclosure..

AUDIT: In progress.

BRICK ENTRANCES: The glass panel in one of the lights of Fleenor Road entrance was missing. A new pane was purchased and installed.

BUDGET: No updates.

WELCOMING: No updates

DECORATING: No updates..

SOCIAL: Halloween parade/event.

### **Action Items**

Discuss HOA's Mission Statement and Objectives

Discuss weed management solutions in common grounds.

Discuss grading criteria for Yard of the Month with current committee.

Hold next HOA Board meeting on October 12 at 7:00 P.M.

MOTION: Dennis Smith Move to adjourn meeting at 9:02 P.M.

SECOND: Tessa Faddis

VOTE: Unanimous AYE

## **3. Accomplishments**

Aerated the Common Grounds

## **4. Miscellaneous**

Please submit any external home or property improvement proposals to the Advisory Committee for approval as stated in the Sedgefield Covenants & Restrictions, Article XIII. The form is available on the SHOA website.

<https://sedgefieldhoa.com>

The By Laws, Declaration of Covenants and Restrictions, Forms, and Residents Directory are available on the SHOA website. <https://sedgefieldhoa.com>

**Sedgefield Homeowners Association**  
**Income Statement - Summary**  
**September 30, 2021**

	<u>Current Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>	<u>Budget \$'s Remaining</u>	<u>% of Budget Rec/Spent</u>
Opening Balance 9/1/2021	47,221	28,491	28,491	NA	NA
<b>Total Income</b>	<b>300</b>	<b>40,202</b>	<b>41,150</b>	<b>948</b>	<b>97.7%</b>
Total Operating Expenses	5,546	21,876	33,125	11,249	66.0%
Total Capital Projects	4,009	8,851	11,000	2,149	80.5%
<b>Total Expenses</b>	<b>9,555</b>	<b>30,727</b>	<b>44,125</b>	<b>13,398</b>	<b>69.6%</b>
<b>Net Income</b>	<b>(9,255)</b>	<b>9,475</b>	<b>(2,975)</b>	<b>12,450</b>	<b>-131.4%</b>
<b>Ending Bank Balance</b>	<b>37,967</b>	<b>37,967</b>	<b>25,516</b>	<b>12,450</b>	<b>32.8%</b>

**Comments:** There are 3 homes that have dues outstanding. The board has formally reached out to the remaining homes to collect 2021 dues and will continue to work with the remaining homeowners to collect dues and late fees.

**Expenses:** In addition to standard operating expenses - mowing, pool cleaning and chemicals, we renewed our insurance policy, completed a capital project at the tennis courts (replacing the lights), and addressed a couple miscellaneous items including repairs to the court surface and the neighborhood entrance signs. The Social Committee hosted an end of summer celebration as a final hoorah at the pool and is preparing for goblins of fun this October.

**Other Comments:** As of October, 1 homeowner has paid. We continue to work with the 2 remaining homeowners to collect 2021 dues. We are tracking well under budget for 2021. We have initiated the planning process for 2022 and are working with the different committees to identify projects and maintenance items that need to be addressed in 2022 - 2025.

Respectfully submitted, Tessa Faddis

Sedgefield HOA Treasurer

<u>Reconciliation: SmartBank Checking Account</u>		<u>SmartBank Savings Account</u>		<u>Totals</u>
Book Bal	<u>15,676.68</u>	Book Bal	<u>22,303.40</u>	<u>37,980.08</u>
Bank Bal	17,308.91	Bank Bal	22,303.40	39,612.31
OS Items:		OS Items:		
1384	300.00	-	-	300.00
1387	13.57	-	-	13.57
1388	115.91	-	-	115.91
1389	527.75	-	-	527.75
1390	675.00	-	-	675.00
		-	-	-
		-	-	-
Total OS	<u>1,632.23</u>	Total OS	<u>-</u>	<u>1,632.23</u>
Adj Bank	<u>15,676.68</u>	Adj Bank	<u>22,303.40</u>	<u>37,980.08</u>
Recon Diff	<u>-</u>	Recon Diff	<u>-</u>	<u>-</u>

Sedgefield Homeowners Association  
Income Statement -Detailed  
September 30, 2021

	Current Actual	YTD Actual	Annual Budget	Budget \$'s Remaining	% of Budget Rec/Spent
Opening Book/ Bank Balance	47,221.38	28,491.42	28,491.42	NA	NA
<b>Income:</b>					
Dues - Payment received	300.00	40,500.00	41,400.00	(900.00)	97.10%
Write off dues/ half off drawing		(300.00)	(300.00)	-	100.00%
Newsletter Advertising		-	-	-	
Interest/Other Income	0.20	2.06	50.00	(47.94)	4.12%
Late Fees		-	-	-	
<b>Total Income</b>	<b>300.20</b>	<b>40,202.06</b>	<b>41,150.00</b>	<b>(947.94)</b>	<b>97.70%</b>
<b>Operating Expenses:</b>					
<b>Business:</b>					
Bank Lock Box	10.00	90.00	120.00	30.00	75.00%
Bank Charges	-	8.00	25.00	17.00	0.00%
<b>Total Bank Expenses</b>	<b>10.00</b>	<b>98.00</b>	<b>145.00</b>	<b>47.00</b>	<b>67.59%</b>
Insurance	2,141.00	2,141.00	2,500.00	359.00	85.64%
Legal	-	500.00	1,500.00	1,000.00	33.33%
Office Supplies	-	295.54	700.00	404.46	42.22%
Pool Permit	-	340.00	350.00	10.00	97.14%
TN State Annual Report	-	20.46	50.00	29.54	40.92%
Other Expense	13.57	13.57	100.00	86.43	0.00%
<b>Total Business Expenses</b>	<b>2,154.57</b>	<b>3,310.57</b>	<b>5,200.00</b>	<b>1,889.43</b>	<b>63.66%</b>
<b>Landscaping:</b>					
Mowing/Spraying	800.00	5,240.89	6,400.00	1,159.11	81.89%
Trimming/Mulching/Weeding	-	3,532.46	5,230.00	1,697.54	67.54%
<b>Total Landscaping</b>	<b>800.00</b>	<b>8,773.35</b>	<b>11,630.00</b>	<b>2,856.65</b>	<b>75.44%</b>
<b>Social Events</b>	115.91	379.35	1,000.00	620.65	37.94%
<b>Decorations</b>	-	-	300.00	300.00	0.00%
<b>Pool:</b>					
Labor and Maintenance	1,316.53	3,686.11	5,000.00	1,313.89	73.72%
Supplies	527.75	2,044.74	2,500.00	455.26	81.79%
<b>Total Pool</b>	<b>1,844.28</b>	<b>5,730.85</b>	<b>7,500.00</b>	<b>1,769.15</b>	<b>76.41%</b>
<b>Repairs:</b>					
Electric	-	-	2,000.00	2,000.00	0.00%
Misc. Repairs	109.05	868.79	1,000.00	131.21	86.88%
<b>Total Repairs</b>	<b>109.05</b>	<b>868.79</b>	<b>3,000.00</b>	<b>2,131.21</b>	<b>28.96%</b>
<b>Utilities:</b>					
Electric - LCUB	352.71	1,739.01	2,700.00	960.99	64.41%
Phone - TDS	50.73	274.44	300.00	25.56	91.48%
Water - First Utility	108.65	701.17	1,350.00	648.83	51.94%
	<b>512.09</b>	<b>2,714.62</b>	<b>4,350.00</b>	<b>1,635.38</b>	<b>62.41%</b>
<b>Total Operating Expenses</b>	<b>5,545.90</b>	<b>21,875.53</b>	<b>33,125.00</b>	<b>10,949.47</b>	<b>66.04%</b>
<b>Operating Income or Loss</b>	<b>(5,245.70)</b>	<b>18,326.53</b>	<b>8,025.00</b>	<b>10,301.53</b>	<b>66.04%</b>
<b>Capital Projects:</b>					
Pool Projects	-	2,482.94	7,000.00	4,517.06	35.47%
Landscaping Projects	-	1,909.33	3,500.00	1,590.67	54.55%
Other Capital Projects	4,008.98	4,458.98	500.00	(3,958.98)	891.80%
<b>Total Capital Projects</b>	<b>4,008.98</b>	<b>8,851.25</b>	<b>11,000.00</b>	<b>2,148.75</b>	<b>80.47%</b>
<b>Net Income</b>	<b>(9,254.68)</b>	<b>9,475.28</b>	<b>(2,975.00)</b>	<b>12,450.28</b>	<b>NA</b>
<b>Ending Bank Balance</b>	<b>37,966.70</b>	<b>37,966.70</b>	<b>25,516.42</b>	<b>12,450.28</b>	<b>NA</b>

## **Sedgefield Homeowners Association (SHOA) 2020 Audit Summary - Final**

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### **September 2021**

Audit committee consists of a Board Member and two other SHOA residents in accordance with SHOA By- Laws.

**Auditors:** Cortney Wanca, Tom Hilton, and John Stegner

**John Stegner** was the lead auditor. He reviewed the bank statements and reconciliations, financial statements, tax return and other related documents.

**Cortney Wanca** (Board Member) reviewed all of the expenses.

**Tom Hilton** reviewed the dues and bank deposits.

### **Audit Summary:**

**Tom Hilton** reviewed the deposits and found no exceptions. All SHOA homeowners paid their dues for 2020.

**Cortney Wanca** reviewed the expenses. The exceptions are noted below.

- Check # 1327 was overpaid by \$.06.
- Check # 1291 was overpaid by \$3.01. Payment request was approved by the treasurer.

The following checks did not have the invoice attached.

- Check # 's 1300,1308,1319,1328, and 1333 did not have invoices attached to the payment. These invoices were located in John Stegner's email or sent by Brian Friske to Cortney Wanca. The amount of these invoices totaled \$7,125.
- Check # 1312 for \$800.00 Silver Landscaping no invoice or payment request form was found. The associated Invoice # 1678 located in John Stegner's email.

**John Stegner** reviewed the financial statements. Financial Statement for December 31, 2020 was reviewed and tied back to the year-end bank statements.

Monthly statements were not reviewed.

The bank statements for all twelve months were received and reviewed.

Bank reconciliations were provided for each month but were not reviewed.

Two signatures were found on all checks.

State of Tennessee annual report was completed and filed on time.

Pool permit was paid to the Knox County Health Department in February for 2020.

All 1099's filed properly and by the end of January 2021 for tax year 2020.

Federal Tax return filed on time and taxes paid for 2020.

Insurance policy reviewed and current premium paid on time and discount taken.  
The discount for 2020 is \$234 annually.

**Recommendations:**

A complete printed file of monthly financial statements, bank statements, and bank reconciliations should be provided to audit team each year.

All payments should have attached supporting documents. This should include the request for payment, invoice, and the third part of the check stub. Checks should not be issued if these documents do not exist.

The treasurer should obtain a third party for approval of expenses. Several expenses were approved by the treasurer who is also a check signer. This is an important safeguard and a check on the treasurer.

**Final Comment:**

The financial condition of the SHOA was strong at the end of 2020 and except for two small expense items the books were in good order.

Respectfully submitted on behalf of the audit team,  
John Stegner, Sedgefield HOA Resident