

**SEDGEFIELD HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS  
MEETING MINUTES  
AUGUST 2025**

August 7, 2025

Present: Jonathan Francis (JF), John McMichael (JM), Fred Talarico (FT), LiLi(LL)

Meeting Location: Sedgefield residence, July 23, 7:00 p.m.

**Start August 7, 2025 7:00pm**

#### **MOTIONS/DISCUSSIONS**

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

**DISCUSSION:** The next meeting will be on September 2, 2025 7pm

#### **DISCUSSION: July Meeting minutes**

A correction was proposed regarding the "repairs to pool house fans". Initially, the minutes stated fans would be "replaced at the end of the season".

Motion to approve (JM) Second (FT)

**VOTE:** Unanimous Aye

#### **Financials**

##### **DISCUSSION: July Financials**

The "extraordinary expenses to date" report, previously a separate handout, will now be included in the meeting minutes as general information for homeowners.

As of July 31, 136 of the 138 have been paid

It was noted that if payment for these two homes is not received by August 15th, the board will begin the process of issuing a lien on the properties.

The board decided to initiate the lien filing process for both outstanding properties.

**MOTION:** Approve July Financials (JF)

**SEC:** (FT)    **VOTE:** Unanimous Aye

#### **Committees**

Landscaping Committee - David Cotten

Recreation/Pool Committee - Jonathan Francis

PoolParty: A pool party is scheduled for the beginning of September.

There will be hamburgers and hot dogs, with Fred offering to cook.

An announcement will be sent out 2 weeks in advance

Budget Committee - Jonathan Francis

Social Committee - Jane Cade, Sharon Meade, Li Li

Advisory Committee - Jeanette Talarico, Brian Friske, David Teasdale, Jane Cade, Sally Hilton

Welcoming Committee - David Cotten, Deb Stegner

By Laws Committee - David Teasdale

Audit Committee - Jonathan Francis

Becca and Tessa, were contacted and both agreed to conduct the audit. John will follow up with them to determine the next steps for turning over documents. The audit can be a spot or percentage audit, with files

grouped by quarters. The audit aims to verify two signatures on checks, receipts for every check, statements, and financials.

Courts Committee - Fred Talarico, Dave Willis, Randy Crowe, Scott Wegner

## **DISCUSSION: Old Business**

### **Grounds Maintenance:**

**Southern Design:** A meeting was held with Southern Design regarding ground maintenance. They were given the scope of work and are expected to provide an estimate by the first of September. The plan is to obtain another quote and average the two for inclusion in next year's budget.

While Sebas performs well with mowing and potentially leaf mulching, they are not interested in services like trimming bushes, weeding flower beds, or weeding around the pool, entrances, and courts. The board is seeking a contractor for these more comprehensive services.

### **Courts Drainage Work**

**(Silver):** This work has been paused primarily due to Dave Willis's surgery and recovery. The plan was modified to ensure no interference with fiber lines. There was an intention to cut back trees and shrubs to expose areas needing drainage work. The board emphasized the need for a contract for protection, especially given the presence and marking of underground utility cables by utility companies. John will reach out to Dave again for an update.

### **Sedgefield Entrance Lights**

Replacement lights have been delivered to Atomic Electric, and their installation is scheduled for August 15th, aiming to close out this issue.

### **Pool Operation and Maintenance:**

**Chlorinator:** A new chlorinator is needed, costing approximately \$700. Although the current chlorinator is not registering properly, the chlorine levels are consistently within the optimal range (1-3 parts per million), indicating the pool remains in good condition. The board decided to defer the purchase of a new chlorinator until next year to prevent potential loss, damage, or corrosion during storage.

### **Pool Cover:**

The new pool cover needs to be ordered. Dimensions and pictures have been provided to the pool supply company, and the cost is estimated at around \$3,300, which is within the budgeted \$3,500. John will place the order.

## **DISCUSSION: New Business**

### **Property Insurance Premium and Coverage:**

John initiated a review of the HOA's property insurance with Erie Insurance after the current carrier, Auto Owners, issued a late fee.

#### **Specific Coverage Discussions and Proposed Changes:**

- **Tennis Courts:** Current coverage is \$44,000 limit with a \$2,500 deductible and a \$255 premium. The board discussed the low likelihood of damage that would exceed the deductible.
- **Fences, Entrance Walls, and Arbors:** Current coverage is \$3,500 limit with a \$2,500 deductible and a \$75 premium. The board determined this coverage was effectively "self-insurance" due to the high deductible relative to the limit. The board agreed to drop this coverage.
- **Street Lights, Signs, etc.:** Current coverage is \$10,700 limit with a \$2,500 deductible and a \$138 premium. Given that the HOA could afford to replace the lights themselves (as recently demonstrated), the board decided to drop this coverage.
- **Pool House:** Current coverage is \$93,000 for the structure and \$16,000 for contents, with a \$674 premium. This coverage will be retained.

- General Liability: Current coverage is \$1 million per occurrence and \$2 million aggregate. This coverage will be retained.
- Director Liability: Current coverage is \$1 million aggregate and \$2 million, costing approximately \$360. This coverage will be retained.
- Cyber Coverage: An existing premium of \$293 for cyber coverage was identified. The board determined this coverage is not necessary as the HOA does not run credit cards or maintain systems that would be vulnerable to cyber-attacks. The board agreed to eliminate this coverage.
- Estimated Financial Impact: The revised premium with Erie Insurance, after eliminating the non-essential coverages, is estimated at \$1,769.

The current carrier, Auto Owners, quoted a renewal premium of \$3,014 (or \$2,717 with early payment).

The proposed changes represent an estimated savings of roughly \$1,000 annually compared to the current carrier's renewal.

Action Item: John will obtain a formal, written quote from Erie Insurance reflecting the agreed-upon coverage reductions. The current insurance policy expires in mid-September.

Consensus: The board reached a consensus to change insurance companies to Erie Insurance and eliminate the identified unnecessary coverages, anticipating significant financial savings for the HOA. John was credited for his efforts in securing these potential savings.

#### **New Board Member Recruitment**

Draft an email to be sent to homeowners to gauge interest in serving on the board. With board member rotating off, a minimum of two new board members are needed, with an ideal target of four new members to bring the total to seven.

#### **Sedgefield Entrance Benches**

A resident inquired about removing the old, rotten benches located at the Sedgefield entrance, citing that they are unused. The board concurred that the benches are old and rarely, if ever, used.

The board agreed to arrange for the removal and disposal of these benches

#### **Open Forum / Additional Items:**

#### **Mowing Schedule:**

It was noted that the July 31st mowing was skipped due to hot, dry weather conditions. Following a period of cooler, rainy weather and fertilization by "weed men," the grass grew significantly and was cut today. An invoice from Sebus for seven cuttings, not eight as initially billed, will be short-paid by \$375.

**MOTION:** 8:28pm Adjourn meeting (JF). **SEC:**(JM). **VOTE:** Unanimous Aye

#### **1. 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>

**HOA PROPERTY INSURANCE ANALYSIS**

Item	Description	Limit	Deductible	Premium	Premium Reduction
1	Tennis Courts	\$ 44,000.00	\$ 2,500.00	\$ 255.00	
2	Fences, entrance walls, arbors	\$ 3,500.00	\$ 2,500.00	\$ 75.00	\$ 75.00
3	Street lights/signs, parking/gas meters, traffic signals, flagpoles, fire alarm & similar equipment	\$ 10,700.00	\$ 2,500.00	\$ 138.00	\$ 138.00
4	Pool house; business personal property	\$ 93,000.00 \$ 16,700.00	\$ 2,500.00	\$ 674.00	
5	Pool liability only (general liability)			\$ 82.00	
6	Director liability coverage aggregate	\$ 1,000,000.00 \$ 2,000,000.00		\$ 359.00	
7	General liability coverage includes \$ 293 cyber coverage			\$ 692.00	
					\$ 293.00

Total annual premium \$ 2,275.00 \$ 506.00

**Revised premium** \$ 1,769.00

**Sedgefield Homeowners Association**

**Income Statement - Summary**

**August 31, 2025**

	<u>Current Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>
<b>Opening Balance 8/1/2025</b>	<b>64,042.87</b>	<b>40,602.71</b>	<b>16,434.38</b>
<b>Total Income</b>	<b>200.26</b>	<b>55,302.51</b>	<b>54,775.00</b>
Total Operating Expenses	4,388.54	32,393.56	41,848.95
Total Capital Projects	0.00	3,657.07	8,000.00
<b>Total Expenses</b>	<b>4,388.54</b>	<b>36,050.63</b>	<b>49,848.95</b>
<b>Net Income</b>	<b>(4,188.28)</b>	<b>19,251.88</b>	<b>4,926.05</b>
<b>Ending Bank Balance</b>	<b>59,854.59</b>	<b>59,854.59</b>	<b>21,360.43</b>

**Comments:** As of August 31, 136 homes have paid their 2025 HOA annual dues;. The the Board has filed liens again those 2 properties.

**Expenses:** **Extraordinary Expenses to Date**

Cut felled tree into pieces	\$1,260.00
Electrical repairs at Fleenor Rd	\$2,495.23
Replace Sedgefield Road Lights	\$2,094.88
	<b>\$5,870.11</b>

Respectfully submitted,  
Sedgefield HOA Treasurer

John McMichael

<u>Reconciliation:</u>	<u>SmartBank Checking Account</u>		<u>SmartBank Savings Accounts</u>	<u>Totals</u>
Book Bal	<b>28,347.93</b>		Book Bal	<b>31,286.04</b>
Bank Bal	28,568.55		Tot Bank Bal	31,286.04
OS Items:				59,854.59
1660	12.00		Savings Misc_1287	4,018.69
1663	12.00		Savings Pool_5899	10,022.92
1664	196.62		Savings Tennis_5873	17,244.43
				196.62
				31,286.04
Total OS	<u>220.62</u>		Total OS	<u>220.62</u>
Adj Bank	<b>28,347.93</b>		Adj Bank	<b>31,286.04</b>
Recon Diff	<u>0.00</u>		Recon Diff	<u>0.00</u>

Sedgefield Homeowners Association  
 Sedgefield Homeowners Association  
 Income Statement -Detailed  
August 31, 2025

	<u>Current Actual</u>	<u>YTD Actual</u>	<u>Annual Budget</u>
<b>Opening Book/ Bank Balance</b>	<b><u>64,042.87</u></b>	<b><u>40,602.71</u></b>	<b><u>16,434.38</u></b>
<b>Income:</b>			
Dues - Payment received	200.00	54,300.00	55,100.00
Write off dues/ half off drawing		(600.00)	(400.00)
Newsletter Advertising	-	-	-
Interest/Other Income	0.26	1,572.51	15.00
Late Fees	-	<u>30.00</u>	<u>60.00</u>
	<b><u>200.26</u></b>	<b><u>55,302.51</u></b>	<b><u>54,775.00</u></b>
<b>Operating Expenses:</b>			
<b>Business:</b>			
Bank Lock Box	10.00	80.00	120.00
Quickbooks	<u>41.52</u>	<u>312.48</u>	<u>25.00</u>
<b>Total Bank Expenses</b>	<b><u>51.52</u></b>	<b><u>392.48</u></b>	<b><u>145.00</u></b>
Insurance	-	499.60	2,625.00
Legal	-	-	-
Office Supplies	-	111.40	840.00
Pool Permit	-	340.00	350.00
TN State Annual Report	-	20.00	50.00
Other Expense	-	-	<u>100.00</u>
<b>Total Business Expenses</b>	<b><u>-</u></b>	<b><u>971.00</u></b>	<b><u>3,965.00</u></b>
<b>Landscaping:</b>			
Mowing/Spraying	3,025.00	11,105.00	15,200.00
Trimming/Mulching/Weeding	-	<u>6,384.40</u>	<u>6,000.00</u>
<b>Total Landscaping</b>	<b><u>3,025.00</u></b>	<b><u>17,489.40</u></b>	<b><u>21,200.00</u></b>
<b>Social &amp; Decorations</b>			
	-	113.50	750.00
<b>Pool:</b>			
Labor and Maintenance	525.00	2,972.48	5,000.00
Supplies	-	<u>1,052.42</u>	<u>2,625.00</u>
<b>Total Pool</b>	<b><u>525.00</u></b>	<b><u>4,024.90</u></b>	<b><u>7,625.00</u></b>
<b>Repairs:</b>			
Tennis Courts	-	-	-
Electric		4,859.18	2,363.95
Misc. Repairs		1,568.00	<u>1,600.00</u>
<b>Total Repairs</b>	<b><u>-</u></b>	<b><u>6,427.18</u></b>	<b><u>3,963.95</u></b>
<b>Utilities:</b>			
Electric - LCUB	375.29	1,556.17	2,625.00
Phone - TDS	50.36	298.60	420.00
Water - First Utility	<u>361.37</u>	1,120.33	<u>1,155.00</u>
<b>Total Utilities</b>	<b><u>787.02</u></b>	<b><u>2,975.10</u></b>	<b><u>4,200.00</u></b>
<b>Total Operating Expenses</b>	<b><u>4,388.54</u></b>	<b><u>32,393.56</u></b>	<b><u>41,848.95</u></b>
<b>Operating Income or Loss</b>	<b><u>(4,188.28)</u></b>	<b><u>22,908.95</u></b>	<b><u>12,926.05</u></b>
<b>Capital Projects:</b>			
Pool Projects	-	-	1,000.00
- Pool (reserves)	-	-	3,000.00
Landscaping Projects	-	-	-
The Courts	-	-	-
- The Court (reserves)	-	-	3,000.00
Other Capital Projects		<u>3,657.07</u>	<u>1,000.00</u>
<b>Total Capital Projects</b>	<b><u>-</u></b>	<b><u>3,657.07</u></b>	<b><u>8,000.00</u></b>
<b>Net Income</b>	<b><u>(4,188.28)</u></b>	<b><u>24,408.59</u></b>	<b><u>4,926.05</u></b>
<b>Ending Bank Balance</b>	<b><u>59,854.59</u></b>	<b><u>59,854.59</u></b>	<b><u>21,360.43</u></b>