

Meeting Minutes

Subject:	Budget Committee Meeting
Date:	April 22, 2008
Time:	7:00 p.m. – 8:30 p.m.
Location:	Pavilion
Meeting Chair:	Don McEwen
Attendees:	Rick Kornmeier, Debbie Robinson, Gordon Patton, Lance Ortiz, Neil (Mac) McDonald, Bill Oswald, Jim Poss, Larry Jones
Absent:	Roxann Campbell, L. Patches Berry, Jim Bock, Gene Bryan, Tom Scott, Rob Combs, , Kimsey Helms Dorothy & John Gillan

Meeting Discussion:

1) Status of action items:

- a) Rick Kornmeier completed the newsletter article to inform members about the format and procedures for new projects.
- b) Debbie Robinson sent out the above article with THA invoice mailing on 4/11/08

2) Project reports :

- a) Gate for Mason Drive (Larry Jones, Roxann Dunn, Lyndel Berry)
 - i) Larry reported that Roxann is working on a draft.
- b) Sediment Removal – North End (Gordon Patton)
 - i) Gordon intends to have a draft ready by our next meeting on May 20.
- c) Re-roof the Pavilion (Mac McDonald)
 - i) Mac had gotten an estimate from Smith Roofing and Repair of \$2,900 to reroof the pavilion. This included the removal of shingles, replacement of any rotted wood, replacement of the felt and shingles. No estimate was available regarding which year we should do this project. At present, we do not appear to have any leaks. Mac will pursue this.
 - ii) The committee discussed the possibility of using neighborhood volunteers to reroof the pavilion to save costs. After some discussion, we concluded that for safety and liability reasons, we should stay with the original plan of having a bonded and licensed contractor do this roofing work.
 - iii) The contractor noted that the restrooms have more serious problems than the pavilion. The skylights appear to be failing. The contractor estimated \$850.00 to replace the skylights with a better product, and to replace the shingles and ridge vents.

- d) Culvert replacement – Revised Plan (Kimsey Helms)
 - i) Kimsey was unable to attend this meeting and no report was available.
- e) Resurface Next Section of Tallavana Trail (Kimsey Helms)
 - i) Kimsey was unable to attend this meeting and no report was available.
- f) Subsurface Road Analysis (Kimsey Helms)
 - i) Kimsey was unable to attend this meeting and no report was available.
- g) Records Retention System (Lance Ortiz, Debbie Robinson)
 - i) Lance and Debbie handed out a draft project proposal for a THA Disaster Recovery Computer Upgrade and a separate draft for a THA Corporate Computer/Laptop. Because the Board may wish to consider these items separately, the Budget Committee agreed to treat them as separate but related projects.
 - ii) Regarding the Disaster Recovery project, we discussed the need for a manual or operations guide to help any volunteers or Debbie's eventual successor to understand the way she organized, classified, and stored documents, including any off-site back-ups (in the event of fire or tornado damage to the primary files. Lance and Debbie agreed to collaborate on drafting this manual. Additionally, we discussed the need for a plan to capture appropriate historical documents in the new electronic system and the potential use of volunteers to help with this task. Lance agreed to give this some additional thought and possibly expand the project proposal.

3) Consideration of any new projects that should be added to the list:

- a) Spillway Repairs – Phase II.
 - i) Mac McDonald briefed the committee on the rapidly growing problem behind the battery of overflow culverts on the dam. Because of the potential high costs for a long-term solution, the project may have to be done in phases. Currently, the main focus is on emergency repairs, which must come out of the current 2008 budget. Board members are working with Lance Laird, Northwest Florida Water Management District (NFWMD), the Natural Resources Conservancy (NRC), and a local engineer to engineer an acceptable plan that can be permitted. Once we have enough information, we will draft a more permanent project for the 2009 budget and call it Spillway Repairs – Phase II.

4) New business:

- a) We discussed the emergency spillway repairs, but since anything spent this year must come from adjustments made to the 2008 budget, any emergency repairs were not in scope for the 2009 Budget Committee. While these unplanned expenses will no doubt

Tallavana Homeowners Association – Budget Committee

impact next year’s budget, the committee plans to wait till we are closer to October before we take up this issue.

5) Schedule next meeting:

a) Next meeting is scheduled for 7:00 PM on Tuesday, May 20, 2008 at the pavilion.

6) Action Item Summary

Action Item	:	Date Due
a. Gate for Mason Drive – Need 1 st draft of project proposal	Larry Jones, Roxann Dunn, Lyndel Berry	5/20/08 ?
b. Sediment Removal – North End – Need 1 st draft of project proposal	Gordon Patton	5/20/08
c. Re-roof the Pavilion – Need recommended schedule for restrooms and pavilion, separately.	Mac McDonald	5/20/08 ?
d. Culvert Replacement – Revised Plan – Need 1 st draft of project proposal	Kimsey Helms	
e. Resurface Next Section of Tallavana Trail – Need 1 st draft of project proposal	Kimsey Helms	5/20/08 ?
f. Subsurface Road Analysis – Need 1 st draft of project proposal	Kimsey Helms	
g. THA Disaster Recovery Computer Upgrade – Revised draft?	Lance Ortiz, Debbie Robinson	1 st draft delivered 4/22/08
h. THA Corporate Computer/Laptop – no additional action at this time.	Lance Ortiz, Debbie Robinson	1 st draft delivered 4/22/08
i. Spillway Repairs – Phase II – Need 1 st draft of proposal	Mac McDonald	
j.		

7) Other Action Items:

Action Item	Assigned to	Date Due
a. Newsletter article to inform members about the format and procedures for new projects.	Rick Kornmeier	Completed 4/11/08
b. Send out above article with next THA invoice mailing on 4/11/08	Debbie Robinson	Completed 4/11/08

8) Future Meetings:

Date	Time	Place
Tue, May 20, 2008	7:00 pm – 8:00 pm	Pavilion