

# *Post Oak Landing Homeowners Association*

## *Board Meeting Highlights*

September 17, 2019

The meeting was called to order at 6:38 by the president. All board members were present. The minutes of the previous meeting were approved as read. The treasurer report showed a balance of \$ 18,538.73 in the checking account as of 8/31/2019.

### **Old Business:**

ACC Committee: There have been no requests; therefore, there is no news to report.

Special Assessment Plans: To date there has been \$11,400.00 collected from homeowners. The street signs and front entrance monument will be completed this week. The sprinkler system should be completed this week also. The plants in the median will be replaced within the next week or two. Homeowners that have not paid will be mailed another Past Due Notice as soon as these projects are completed. Homeowners will be given 30 days from the date of the notice to make payment. After that time there will be a \$25.00 late fee per month until the balance is paid.

Feedback Email Update: The feedback email is working well.

### **New Business:**

Past Due Dues: There is only one homeowner that has not paid the annual HOA dues or contacted the board to make arrangements for payment. The homeowner will receive a certified letter. After October 31<sup>st</sup> a late fee of \$25 per month will be assessed

Fall Newsletter: A fall newsletter will be created and submitted to the homeowners in the near future. It will include information about a Thanksgiving Food Drive, Halloween hayride, and a flyer about refurbishing mailboxes.

Keys Waste Disposal will be contacted about hauling away the broken bench from the playground area.

### **Tabled for Future Discussion:**

Garage Sales

Recycling Possibilities

The next board meeting will be held Tuesday, October 8, 2019.