

# Park Charles South HOA Meeting Minutes

## January 14, 2025

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Board attendees: Michelle McCullough, Diane Distl, Pam Cherie, Katie Wilde, Theresa Leland, Jerry Arrendale,  
Guests in attendance: Mike Morgan

- President Michelle opened the meeting at 7:02 pm at Spencer Road Library.

### Presidents Report

- Katie sent the Board the calendar of events. There are a few things that will need to be added to the calendar.
- Michelle thanked Jerry for taking the initiative in getting the FinCen registration done for the HOA.
- It was decided that the HOA would not put up a sign of "Keep pets on leash".
- We need to fill out the Assessment Authorization Form. It instructs us what to do. It does no longer need to be notarized. Jerry will call C & V if he has any questions on filling it out. Four board members will need to sign the form. C & V will then send out the Assessment letters.
- Lien Assessment – Jerry read the instructions for filing a lien on a resident that is late on paying the HOA dues. Consecutive liens should only be filed every three years. It will cost the association \$125 to file the lien up front. The homeowner will have a \$125 charge assessed on their account.
- Jerry will send out an email to the board on how to use the C & V portal for board members. That way we can see which residents have liens and when they were filed.
- Michelle will look at the current data for the assessment fees and bring the info to the board next month.
- Michelle asked Katie to include the Yearly Incorporation filing to the calendar of events. Only needs to be filed every two years.
- Jerry and Theresa will talk to the library to see if we can change the meetings to 6:30 PM. Brandt had set them up for 7 PM for 2025.
- Michelle will talk to Brandt to see if he will continue to work with the lawyer regarding the updates to the By-Laws.

### Treasurer's Report

- Pam updated the October and November Treasurer's Report. She will call C&V to get the December information.
- Motion made to review the Reports next month. Seconded. Motion passed.

### ACC

- No activity.

### Social Events

- Nothing to report

### Grounds and Maintenance

- Jerry and Mike continue to pick up limbs in the common areas and medians.
- Putnam will still do the contracted work around the subdivision for 2025. The contract was signed by a board member.
- Got the Christmas lights and decorations distributed to Jeff Brinkhoff to decorate the entrances. The decorations, etc. were put in the shed after Christmas when he returned them.
- Diane motioned to accept the Grounds Report. Seconded by Katie. Motion passed.

### Meeting Minutes

- Theresa will add the Grounds and Maintenance Report and the Things to Do for 2025 to the Annual Meeting Minutes. She will send it to the board members.
- Katie made a motion to approve the additions to the Annual Meeting. Jerry seconded. Motion passed.

### New Business

- It was noted that a large chunk of curb located at the main entrance off of St. Peters Howell Road was disturbed by the snowplow during the latest snow storm. Jerry will call that in to the DOT.
- Theresa agreed to put out signs and retrieve them for all future events.
- Jerry had suggestions about items on the website. He got that information to Samantha and changes and updates were made.

Theresa Leland