

**Board of Directors Meeting
Minutes of December 13, 2016**

Present: Kim Stowell, Jennifer Tobin, Thorman Jerry (arrived at 7pm)

The general session was called to order at 6:40 pm by President Kim Stowell.

Review of Meeting Minutes

- Kim motions to approve November minutes, Thorman seconds. All concur, motion carries.

Holiday Party

- Kim will put together an expense list for tracking purposes and for future reference
- Any outstanding receipts will be emailed to Andrea for reimbursement
- Overall the party was a success, Board was pleased with location (Silo Center @ New Hope) and catering (Noodles & Co.), overall attendance was fair (10 families) when considering previous events and there was minimal advance notice
- Board will work to set a date/location much sooner next year and will plan for the event to be able to provide longer notice to residents

Entrance Stones

- Board reviewed proposals sent by Andrea; lower bid included fixing spacing stones, no guarantee, higher bid offered 3 year warranty on work
- Kim will email Andrea to see if the lower bid offers guarantee of work

HOA Website

- Will continue to work on adding the following information:
 - Minutes, governing docs, architectural guidelines, applications, newsletters (Need to send to Thorman)
 - Will add contact for management company
 - Would like to add log-in (verified by property address, mailing address) capability for certain aspects of page
 - Would like to add calendar, Facebook link, and community page (services, businesses, in search of – community bulletin board)
- Thorman needs to send invoice to Andrea for payment

Old Business/Unfinished Business

- Need to remind Andrea to check previous meeting minutes for unfinished business (specifically retention pond clean-up & re-check building restrictions on easements on common lot)

Deck Railings/Color Issue

- The issue of white painted deck railings was initiated by a resident at the previous meeting. White is not a color allowed by the architectural guidelines. The Board had a preliminary discussion of whether to allow white (or any other color) and all members were unsure at this time. Discussion will be tabled and revisited before spring inspection.

Common Violations (Trash Cans, Lawns, Etc.)

- To simplify the violation process for common, recurring violations, Jen will take the lead and be the point of contact for Andrea. Will also monitor/track any open violations reported by community members and give Andrea the authorization to send notices as needed. If there are any questions or concerns regarding a particular issue, discussion with other board members will occur.
- Kim will email legal about lawn mowing – how can we enforce with a 45 day violation window?

Mr. Black

- The Board authorizes management to email Mr. Black with the following requirements (as obtained from legal) for requesting the financial documents
 - must be representative of owner in good standing, make request for proper purpose of use, request made in writing with 5 days' notice, responsible for all copy charges/management fees (to be paid before receiving)
- If Mr. Black continues to contact legal directly after receiving documents, the Board will request legal counsel notifies him that further contact must be made through the Board and legal will not respond to him directly. (This is an attempt to reduce the legal fees associated with Mr. Black contacting legal frequently/directly).

Community Security

- Several cars broken into/packages stolen from porches, Jen will make a flyer to caution all residents about the potential issues
- Post lights are supposed to help as a security feature, after discussing with residents and at the meeting the Board will consider making non-working lights a finable violation (need to determine if vacant houses can be fined)

Holiday Decoration Contest

- Board decided not to hold the contest this year. Reasons included low participation last year and lack of volunteers to help manage/judge contest. Funds for the contest were allocated to purchase raffle prizes for holiday party instead

Solar Life

- Have Andrea contact Capitol Sun to see if dusk-dawn setting will affect battery life.

Newsletter

- Quarterly newsletter due, specifics to discuss snow/plowing & holiday party

The meeting closed at 8:15 pm.

Action Items:

Kim

- Reminder to clean-up after pets on message board
- Sign & send November minutes
- Create holiday party expense list for future reference
- Email Andrea about work guarantee on entrance stones (lower bid)
- Send Thorman Governing Docs for website
- Email legal about how we can enforce overgrown lawns more quickly
- Holiday party blurb for newsletter

Thorman

- Continue work on website
- Send invoice to Andrea for website expenses

Jen

- Monitor open violations
- Newsletter
- Flyer for community security

Andrea

- Contact American about leaking oil from trucks (resident complaint)
- Check if Poop911 has additional reminder signs/stickers
- Contact Premium about ways to improve common lots
- Retention pond area clean-up quotes needed
- Check on county easements for common lot building
- Ask Capitol Sun about solar life/timing dusk-dawn