

**Board of Directors Meeting
Minutes of September 14, 2016**

Present: Kim Stowell, Jennifer Tobin, Thorman Jerry, Andrea Talavera

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

Review of Meeting Minutes

- Kim will complete August minutes and send to Board for review.

Annual Meeting

- Andrea will send out annual meeting notice September 19th. Meeting will take place October 12 @ 7pm (MRS Tax Office)
- Jen will put out notice board around October 3rd

Garbage & Lawn Violations

- A number of homes in community have repeatedly been in violation of garbage and lawn maintenance regulations
- Andrea will check HOA By-laws to see if HOA has the authority to mow lawns with repeated/constant violations & check with legal to see if overflowing garbage is considered safety violation (which would allow Board to impose violation faster)
- Andrea will draft letter/notice to remind/inform residents of regulations

Community BBQ

- Scheduled for October 8th, 12:00-3:00pm (set-up @ 10:30), no rain-date
- Thorman will check with Belinda to see if she is able to help with shopping again & with daughter to see about bounce-house rental
- Kim will contact Afsah and Tom & Carm to see if they are interested in helping
- Kim will purchase balloons, helium, table clothes & bubbles. Games from previous BBQ are in storage for use.
- Jen will revamp the previous flyer and send to Andrea for mailing.

Newsletter

- Jen will put together and send to Andrea for mailing.

HOA Website

- Back-end is up and working on getting design and front-end user portion complete

Ground Maintenance

- After repeated issues with Premium landscaping, Board has decided to obtain service quotes from several companies with the intent on selecting a new company following end of this contract
- Andrea has requested a proposal from Meadow Farms and will contact Affordable LawnCare

Community Movie Screen

- Jen had suggested the idea of a community movie night in common lot, Kim will look into cost of screening rights to see if possibility

Dead Trees

- Jen raised concerned about large, dead trees potentially in HOA's common property behind houses on Kinnicutt. Trees are a safety hazard and could cause significant damage if they fall.
- Need to first determine if trees are on HOA property. Andrea will contact survey company to determine price of finding out where the trees are located.

Solar Lights

- Work in progress, no completion date provided at this time

Retention Pond

- Kim will research the last time retention pond was cleaned & find the previous contract for the work for reference

Jeffrey Charles Contract

- One year contract will be expiring, Board unanimously agrees to extend contract for 3 years under same terms/contract price

Budget

- Board reviewed 2017 draft budget and discussed allocation of surplus
 - Add common area tree removal in amount of \$4000
 - Add landscape enhancement in amount of \$5312
- Kim motions to approve 2017 Draft Budget, Thorman seconds. All concur, motion carries.

Executive Session

- Kim motions to approve payment plan for 13134K, Jen seconds. All concur, motion carries.
- Board agrees to use of P.I. for 13145K.

The meeting closed at 8:11 pm.

Action Items:

Kim

- Complete August minutes
- Contact Afsah and Tom & Carm to see about helping with BBQ
- Purchase approved BBQ supplies
- Look into movie license rights purchase
- Research previous retention pond contract

Thorman

- Monitor website development
- Check with wife & daughter for help with BBQ shopping & bounce house

Jen

- Place notice board around Oct 3rd with BBQ & Annual Meeting info
- Revise newsletter
- Revise BBQ Flyer

Andrea

- Send out annual meeting notice
- Mail garbage/lawn reminder, BBQ flyer & newsletter when received
- Check By-law about mowing & with legal about trash
- Contact survey company about tree location
- Obtain property maintenance proposals