

**MINUTES OF THE BOARD OF TRUSTEES MEETING
FOR
THE WOODS AT MILL VALLEY HOMEOWNERS ASSOCIATION
Saturday, October 14, 2006**

The Board of Trustees met at the Marysville Public Library on October 14, 2006 at 9:00 am. Members present were Brian O’Kane, Sharon Weller and Debbie Richmond.

- I. Minutes from last meeting - Brian offered corrections to minutes from the 9/14/06 meeting.
- II. Officer and Board Reports
 - A. President’s Report – the 5-drawer filing cabinet that was purchased for the storage of HOA documents was delivered to Sharon’s house. Paper boxes that had previously been scattered between various Board Members’ homes were delivered to Sharon and she is in the process of organizing the papers into the filing cabinet.
 - B. Treasurer’s Report – none given
 - C. Board Members Report – Brian
 1. Concerning spotlights at front entrance that do not work: per the electrician, the electrical wires running under the road do not appear to be inside conduit, furthermore, the wiring going into the ground on one side of the road is not the same on the other side – so, there is probably a splice somewhere in the middle. The electrician said that if the wiring under the road needs replaced, it’s going to be expensive. Brian has requested a quote but the electrician is out until December 1.
 2. Brian is doing research to figure out where the easements are that the HOA is responsible for near the front lot by the sign. He is going to have to dig deeper since the Union Co Auditor’s website is of little or no help.
 3. Talks are still on-going with Dominion with regard to the mowing of green spaces between houses on Chiprock and behind them since Dominion still has not turned the land over to the City of Marysville. Barb McCoy – Planning & Zoning Inspector for the City of Marysville is now involved as well. Small areas are cut on a weekly basis along with the regularly scheduled mowing of common areas but the large areas are cut on a quarterly basis by a tractor pulling a brush hog. Quarterly is not often enough since the Marysville Property Maintenance Code states that grass & weeds that have gone to seed or exceed a height of 12” is a violation of Ohio R.C. 731.51 & 731.52. Photos of the overgrown areas were e-mailed to Barb McCoy.
 4. Brian will call the sprinkler people to have them come out turn the sprinklers and fountains off for winter.

III. Committee and DRB Reports

- A. Safety Committee – there will be a Safety Committee meeting later this month. Halloween Safety tips were posted on the HOA website. There was a petition at Mill Valley on Scarecrow Night collecting signatures from residents who feel that there is a need for speed enforcement in the neighborhood.
- B. Beautification Committee – none given
- C. Design Review Board – none given

IV. Unfinished Business

A. Attorney Meeting

- 1. Letter to homeowners with violations were proposed to be sent out on a timeline of 30-60-90 days. After 90 days the homeowner will be taken to court. If homeowners in violation want to comply with deed restrictions but the ground is frozen, they can ask the DRB for an extension until the ground has thawed.
 - 2. Brian made a motion to take a vote on the timeline & fines for violations. Brian & Sharon both in agreement, voted passed.
 - a. Letters from the DRB will be mailed to homeowners in violation on November 7th. The first letter will give 30 days to correct the violation and list all steps that will be followed until violation is corrected. If violation is not corrected a second letter will go levying a \$100 fine and giving another 30 days. If at the end of the 2nd 30 day period, the violation remains uncorrected the fine is increased to \$200 and a letter drawn up by the HOA lawyer will go out notifying the homeowner that they will face court proceedings if they do not correct the violation in the 30 days following receipt of the letter.
 - b. Lawyer said that it is not necessary for the letters to go out certified mail. Last year when violation letters were sent out, people knew what the letters were and refused to sign for them. May reserve certified mail for the final letter. Delivery confirmation is \$.35 but only an option on priority mail.
- B. Forum - Discussion was held on whether the forum was helpful or not. Over the last few months the forum has not had very many posts at all and doesn't seem to improve the overall mood in the neighborhood. It was created to improve neighborhood relations and communications. It seemed to have the opposite affect. A vote was taken on if the forum should be shut down. Brian & Sharon both in agreement, vote passed. Sharon will contact Craig and have him shut the forum down except for posting of things like lost pets, stuff for sale, etc.

- C. Satellite Dishes - A 1999 FCC ruling prohibits restrictions on satellite dishes that are less than one meter in diameter. In plain language, as long as your dish is less than 39” across, the HOA Deed Restrictions regarding satellite dish placement can be ignored.

V. HOA Meeting

- A. Newsletter will describe process of getting violations corrected. Deadlines for committee information need to be very soon. Newsletter will need to be sent out by 10/20/06 in order for homeowners to get the letter ahead of the Homeowners Meeting on 11/4/06.
 - 1. Need mailing labels for newsletter
 - 2. Newsletter stuffing should be done by several people to get it done in a timely manner and so no one person gets stuck doing all the folding, stuffing, sealing & labeling. Tentatively, Friday, 10/20/06 at 6pm. Location to be determined.
 - 3. Creekview is not available for the meeting; the PTO is doing something that day. Sharon checked several different locations and none were available except for the library so she reserved it. The capacity of the reserved room is 75 people.
 - a. Papers will be needed to sit out on the tables at the meeting, i.e. sign-up sheets, copies of current financials and agenda for meeting.
 - b. Steve’s Trustee Report – Brian is fine with Steve giving his report. Sharon wants to be sure Steve is going to give a report rather than cover his personal agenda. Sharon is going to check with the lawyer to see if Steve should be allowed “ample” time to give his report.
 - c. Think about setting time limits on individuals speaking at the meeting to try and keep on schedule and not go way over time. Would like the meeting to last no longer than 90 minutes.
 - d. President’s Report – Sharon will deliver a summary on what has been accomplished so far this year.
 - e. We will try to stick to a schedule of 30 minutes for reports and 60 minutes for Q&A.

VI. New Business

- A. Brian wondered if Officers should also approve Board Meeting minutes. Sharon said that the association documents state that Board Members approve meeting minutes. Brian thinks that Officers should be included.
- B. DRB Complaint – Steve wants Mary Faulkner removed from the DRB since he has been asking for copies of the DRB documents and she has not complied with his requests. Brian thinks that Mary is doing a great job with the DRB and that she makes homeowners her #1 priority. Per association documents, DRB documents are to stay with the DRB, they cannot be “dropped off” for review. They must remain in the custody of the DRB at all times.
- C. HOA documents are to remain in the custody of the association Secretary. When Sharon gets done organizing the documents and putting them in the file cabinet, the cabinet will be moved to the Secretary’s house, probably this week.
 - 1. Copies can be made of association documents. Steve can visit the files at the Secretary’s home or the Secretary can take documents over to Steve’s house for him to review as long as the Secretary stays with the documents. Regarding electronic copies – question was asked if documents could be scanned instead of copied. Brian said he recalled the lawyer saying that the copies could be paper or electronic. Sharon said, no – electronic copies of documents are not to be given out.
- D. Sharon brought up that the Treasurer’s job was very time consuming and offered as food for thought if the Treasurer could be paid a stipend. Brian thought that it might ease the load of the people serving as Secretary & Treasurer if there was an Assistant Secretary and Assistant Treasurer.
 - 1. Need to come up with defined roles for each officer position
 - 2. Need to come up with a template for meeting minutes

Adjournment