

Board of Trustees Minutes May 5, 2006

The Board of Trustees met at Creekview Elementary on May 5th, 2006 at 7:00 p.m. Members present were Brian O’Kane, Steve Smith, Jeff Loos, John Crockett, and Sharon Weller.

The meeting was opened by looking over the meeting agenda. It was adopted as presented. Having no additions or corrections, minutes from the April 21st meeting were read and approved. There were brief introductions of the five attendees.

Smith opened discussion about officer and committee volunteers. He inquired if additional names had been added to the list, but no further names other than those already serving in some capacity could be determined. Smith mentioned that he had other names, but did not submit them. The Board is currently in need of at least one more volunteer for an officer position. Smith also added that that by following good sound processes that the decisions and results will most likely be very good. In this he was referencing the procedures for placement of officers and DRB members. The DRB was seen as a key appointment for the HOA. It is comprised of volunteers John Crockett, Mary Faulkner, and Board member, Sharon Weller.

Officer reports included B. O’Kane submitting a financial report per his wife who is current Treasurer. The report was accepted and filed. Weller also added that the taxes had been filed. There is a current bank balance of \$11, 633.06. Proposed budgets for the year were submitted. These budgets showed dues at \$85, \$80, and \$75. The key expense items were discussed and reviewed at length. The largest expense are legal fees at \$5,000 and total grounds care at \$16,557. One time expenses versus yearly expenses were discussed in relation to how it would affect the proposed budgets. Some suggestions on cutting down expenses included turning fountain lights off earlier and checking warranties on pond pumps and benches. It was also thought that we might perhaps learn something from other homeowner associations, as far as maintenance items, restrictions, etc. so Loos is to check with some others and report back at the next meeting. J. O’Kane respectfully submitted her desire to have the Treasurer position filled by someone else, but was willing to continue the duties until the position is filled.

The Secretary also gave a report. A list of committees, including the committee members and their contact information was given to each Board member and officer for future reference. She also reported on the progress of the Deer Crossing fountain.

Committee Reports included:

- Neighborhood Watch—Weller reported that she had spoken to Tifani Payne and she wanted to be added to this committee. Weller mentioned that a number of people had returned a sign-up sheet along with the votes that had been sent out. Those names had been forwarded to Committee Chair, Laura Lynn Stephens. B. O’Kane is the Board member who is assigned to this committee.

- Beautification---Smith is the Board member assigned to this committee. He is to contact the committee members before the next meeting so that they can get started on a plan for some summer planting, etc.
- DRB—Since Weller is already on the DRB, she is the Board member assigned to that committee. Weller reported that the DRB’s main contact, Faulkner was out of state and unable to attend the meeting. In lieu of that, she gave the DRB report. The group had met a couple of times to discuss procedures they would be following to peruse submissions, etc. They had also acted on some that had already been submitted. Faulkner is continuing with Rod Davis’ record keeping method since it had worked well. (There had been some hard copies, but everything was also electronic). In addition, she had backed up all the records. Weller also reported that there had been some issues with submissions being given to the DRB only a couple of days prior to construction, as well as some being constructed without prior consent. In addition, there were a couple of submissions that had been held back due to no DRB being in place. Those were dealt with and homeowners contacted. It was discussed that the DRB should respond within 7-10 days of a request. However, this response may be a request for additional information.
- Web Site—Weller reported that the web site contains some old information and is in need of updating. Therefore, there needs to be a procedure in place for Craig to know what to change and when. Weller also mentioned that Bull had contacted her saying that he would like to have a system in place to know when this type of thing should happen, as well as some type of documentation of notices for Board postings. Steve Smith volunteered to meet with Craig, saying they could come up with a system.

Under unfinished business, the new officers were again listed. They are as follows:

- President---Sharon Weller
- Vice-President---Jeff Loos
- Secretary---Kyle Keator
- Treasurer---open position

It was also reported that we need to solicit for other volunteers to be able to fill this position as soon as possible.

DRB and current violation letters was discussed. It was determined that the Board needs to meet with the attorney prior to taking any action In this area. A reminder of the upcoming meeting with the attorney was given by Weller. (May 11th at 5:30) Everyone is to email Weller the questions they would like to address with the attorney so that she can compile a list. It is to be held at Creekview Elementary. As discussed at a previous meeting, the Board wants to hire an accountant to look over the financial records. B. O’Kane will contact local C.P.A.’s for audit selection and report back at the next meeting.

Dues were again discussed. After reviewing the proposed budgets, there was a unanimous decision to keep dues at the current \$85.00. A mailing of the dues invoices will take place a.s.a.p. using the corrected letter J. O’Kane had sent for

approval. (The second paragraph will be omitted and a sentence added indicating that dues must be postmarked by a date one month out.

Another item under unfinished business was that of voter participation or lack thereof. Again, it was decided that this was an issue to discuss with the attorney.

Smith is to meet with Bull to set up email accounts for all officers and DRB members so that homeowners are able to contact them with questions and concerns. The fountain at Deer Crossing was also an agenda item. J. O'Kane and Weller are working with Integrated Electric to make sure it is hooked up and ready to go.

Having systems in place was again discussed. Having official committee forms that are of a standard format and layout where committee members could file a report on their activities and be reviewed by the Board was one idea. Once this was done, the report could then be posted on the web site. Other topics under this category included having a listing of officer duties, people used for services, etc. so that when there is a turnover on the Board, there won't be as many unanswered questions about the day-to-day operations. B. O'Kane is to have J. O'Kane begin work on this since she has held more than one office.

Under New Business, a newsletter was discussed. Weller suggested that a newsletter go out by the first of June because there has been no communication with homeowners since the new Board took office. Discussion was held and others felt it was a push to get this on track by that deadline, especially in lieu of the fact the attorney meeting had still not taken place. Weller suggested getting a draft ready so it would basically be ready and waiting for the opinion of the attorney. Loos agreed that it sounded feasible, so others agreed to try the first of June as a target date. Discussion was to keep the newsletter as informative as possible, including key dates of 'happenings' in Marysville also.

Meeting dates were discussed and it was determined to set the regular Board meetings for the second Thursday of every month at 5:30 p.m.

Weller mentioned that she had received several requests for a neighborhood garage sale. Everyone agreed that the Board would sponsor it by paying for a newspaper ad, signs, etc. as had been done the previous year. Weller will coordinate the advertising.

Tape recording meetings was brought up by Smith. This too was an item the Board felt needed addressed by the attorney. Email addressed, web usage, and official posting guidelines were briefly addressed since they had been addressed previously in the meeting.

Weller suggested that the Board purchase a durable file cabinet for storage of HOA documents that need to be retained. Currently, records are stored in boxes in

various locations. A unanimous decision to go ahead with the purchase was made. Weller will take care of the purchase.

Weller also reported that she had noticed bricks missing on one of the new bench areas put in last year. It was decided to see if there was a warranty on this work prior to replacement.

The Farmers' Market asked to come back to our area—on Cobblestone-- every Tuesday, beginning on June 13th. Everyone agreed that this would be fine. Also Weller announced that pond maintenance and care had begun. B. O'Kane announced that he had not seen the muskrat that had caused the problems before, but did notice that the city had downsized the drainage tube which was allowing certain areas to possibly need scooped out periodically. He will contact the city again on this item. He is also to check to see if the pumps are warranted.