



## Board of Trustees Meeting Minutes – July 13, 2006

*The Board of Trustees met at the Marysville Library on June 8, 2006 at 6:00p.m. Those present were Board Trustees: Brian O’Kane and Sharon Weller, Officers: Kyle Keator and Jeff Loos, and DRB Chairman Mary Faulkner.*

### I. ORDER OF THE DAY

These items were added to the agenda.

---Printer Cartridge and Paper

--- Book for minutes

### II. APPROVAL OF MINUTES

- Minutes from the 5/5/06 meeting were sent electronically and waiting on approval/additions/corrections from Board members. Smith emailed that he had corrections, but would not submit them because he wanted electronic access. An email reminder was sent and no corrections were added. Therefore, since a month had passed, tonight, July 13, 2006, those minutes were accepted with no corrections.

- Minutes from the last meeting, 6/8/06 were sent electronically. In his absence, Steve Steve Smith sent a list of some corrections and addition. The following correction was made:

*Under committee reports, Letter C, the last sentence should read 'It was mentioned that the DRB may need to get the attorney's opinion on a couple of items such as privacy issues and giving out DRB documents.'*

- The minutes were filed as corrected. No other corrections were approved. All of the other members who had been present at the last meeting approved them.

### III. OFFICER REPORTS

#### a. President

- Weller reported that the garage sale had 20 participants that had signed up. However, there were a few others who had sales as well.
- The HOA paid for an ad and signs for the participating homeowners and entrances to the subdivision. Weller supplied balloons.
- Contacted Lawnsapes for the following:
  - Bare spots on lawn at Deer Crossing Pond
  - Trees they installed had balls partly out of the ground and needed back in, straightened up, then mulched ---this is warranty work---at Deer Crossing
  - There are now MANY missing bricks under the benches on Deer Crossing -one has a lot missing and the other has some...since this is vandalism, it is not warranted. Brian O’Kane called the cops--they did not file a report, but wrote it down. Kyle is going to contact the insurance agent to see if it is covered under that.
  - Received some emails from homeowners after the newsletter went out concerned about the vinyl fence info. She responded that it was not this Board, etc while they may not have liked that it happened, they seemed appeased.
  - Weller needs the committee list for the Neighborhood Watch Committee



- Had garage sale receipts and a released lien for Kyle

b. Treasurer

- Keator reported a balance of \$27,191.39
- 59 homeowners still owe their dues.
- 33 homeowners were late.
  - A new letter will be going out to those homeowners who have not paid. It will state if they are paid by the end of July 2006 then a late fee will not be owed. If a homeowner pays between the end of July and end of August, then a \$10.00 late fee will be added. If not paid by August 31, 2006, a lien may be placed on the property, plus administrative costs.
- CPA firm, accounting book review
  - Books were fine and saw no need to perform an audit due to the software the HOA is using.
  - The firm provided Kyle Keator with a letter of recommendation and findings dated June 29, 2006. Kyle Keator will scan the document and provide it for website posting.
- **REQUEST:** Kyle Keator requested a change in accounting software from Peachtree to Quickbooks.
  - **VOTE:** Board of Trustees vote on request:
    - Sharon Weller – approved
    - Brian O’Kane – approved
    - Steve Smith - absent
- Kyle Keator will summarize the homeowner association fees received and outstanding at the next meeting.
- Question was raised about the HOA budget and what constitutes a Not-for-Profit status. This will be asked by the Board of Trustees to Renee Hatfield (tax representative)

IV. COMMITTEE REPORTS & DESIGN REVIEW BOARD

a. Neighborhood Watch Committee

- The first meeting of the Neighborhood Watch Committee was held on July 11, 2006 at 7:00 p.m. The location of the meeting was at Laura Lynn Stephen’s home. The first meeting had 5 attendees: Jennifer Rychlyk, Ann Brandt, Laura Lynn Stephen, Troy Stephen, and Bryon Brandt
- The next meeting will be held on August 19, 2006 @ 10:00 a.m. at Ann Brandt’s home.
- **REQUEST:** A request to afford the Neighborhood Watch Committee a web page to post information.  
**REQUEST:** A request to be able to provide information to the newsletter for publication.
- **Inquiry to the Board of Trustee:** One topic of discussion at the Neighborhood Watch Committee meeting was regarding consideration of a security company being hired for the neighborhood.



- The Neighborhood Watch Committee Goals: At some point branch out to include the other phases in the neighborhood. Another goal is to not be just considered “neighborhood watch”, but to include other issues, such as poison control, etc.
  - Mary Faulkner was contacted by a homeowner regarding the front entrance lights not working. Brian O’Kane responded that Integrated Electric has been out to look at the issue. The first time out, the electric company was unable to locate the breaker box. Integrated Electric will be back to fix the issue. Brian O’Kane has been working closely with Steve at Integrated Electric.
- b. Beautification Committee
- As of this meeting, volunteers on the Beautification Committee have not been notified by Steve Smith. Mr. Smith requested again the list of volunteers. The list was provided by Sharon Weller to Steve Smith on June 17, 2006.
  - Due to the limited time left in the season, The Board of Trustees present at the meeting asked Jeff Loss if he would contact the volunteers and set up the first meeting. Jeff Loss accepted this task by the Board.
- c. Design Review Board (DRB)
- Discussion on Variance Letters signature format was discussed. Past variance letters were signed by the President of the HOA who also resided on the DRB. The current DRB was following the same procedures. Steve Smith brought it to the Board of Trustees that he was in disagreement with how his Variance Letter was signed. The DRB discussed with the Board of Trustees and officers and a solution was discussed and agreed upon.
    - **Solution:** The reference to the Board of Trustees on the signature line will be removed and one of the three Design Review Board Members will sign the Variance Letters.
  - Temporary Variances update: 1825 Creekview Drive – Fence Height is 6’. Temporary Variance was granted until November 1, 2006 to install an in-ground pool. DRB received notification from the homeowner the construction has begun.
  - DRB member, Mary Faulkner spoke with the HOA lawyer.
    - The Board of Trustees is within their right to request for review documents providing documentation of the DRB and HOA. However, sharing of the documents with any persons outside of the Board of Trustees or DRB is not permitted. Any member that wishes to see the documents needs to make a reasonable request to do so. DRB documents may contain homeowner information that is private not to be distributed. The DRB will make documents reasonably available for inspection. Hard copies of the documents are considered reasonably available. Board of Trustees or Officers may request a meeting with the person retaining the requested documentation to perform a review. Documentation resides in the possession of the member responsible for it.
  - The DRB will conduct at a minimum an annual review of Woods at Mill Valley properties. This assessment will be conducted during the August-September



timeframe. The DRB will put together a package of guidelines for the 2006 year assessment of properties to include current violations.

- The assessment will focus on fences, pools (above-ground), child play systems, sheds, satellites, trailers, campers/RVS, and boats.
- Volunteers Needed: The DRB is asking for volunteers from the Board of Trustees and Officers of the HOA to assist in conducting the property assessments should assistance be necessary.
- Violation Letters and Fines: The DRB will send out violation letters to homeowners allowing 30 calendar days to comply with the DRB findings. After the 30-day timeframe, the DRB will present homeowners that did not comply with fines until the homeowner complies. The amount of the fines will be discussed at the next Board of Trustees meeting.
- Mary Faulkner contacted HER Realtors and Vicki Owens regarding homes for sale in the neighbor to ensure the realtors are educated on the fact that Woods at Mill Valley has an active HOA and they can browse our website for information and Deed Restrictions.

#### V. UNFINISHED BUSINESS

##### a. DRB Movement & Fines

Steve Smith emailed request

- Item # 1 – Request all HOA and DRB documentation  
**Response:** *Board of Trustees stated that Steve will need to make arrangement to view documentation. See comments under Section IV “Committee Reports...” Part C “Design Review Board”.*
- Item # 2 – Meeting minutes modification
- Item #3 – Secretary Position  
Steve Smith, Kelli Smith and Mary Faulkner have volunteered for the position of Secretary. Steve Smith is hoping a decision on this position will be made.
- Item #4 – Enforcement of deed violations. –He was concerned that a ‘selective group had been targeted for deed violations.  
**Response:** To date – no homeowner has been fined or had their home receive a lien due to a Deed Restriction violations. The DRB had planned to continue the assessments and violation letters, etc. However, due to the petition, last year’s Board put everything on hold until an opinion could be reached.
- Item #5 – Smith personal variance letter for fence project.  
**Response:** The DRB will resubmit the variance letter to Mr. & Mrs. Smith for the fence project with the new signature line.

##### b. Secretary - **VOTE:** Board of Trustees vote on Steve Smith as Secretary:

- Sharon Weller – denied
- Brian O’Kane – denied
- Steve Smith - absent

**VOTE:** Board of Trustees vote on Kelli Smith as Secretary:



- Sharon Weller – denied
- Brian O’Kane – denied
- Steve Smith - absent

**VOTE:** Board of Trustees vote on Mary Faulkner as Secretary:

- Sharon Weller – denied
- Brian O’Kane – denied
- Steve Smith – absent

Board of Trustees members’ reason for voting against Steve Smith and Mary Faulkner is based on getting more people involved in the HOA. Board of Trustees members’ reason for voting against Kelli Smith as Secretary points back to not wanting more than one member in a household sitting on the HOA. Jeri O’Kane resigned as Treasury for this very reason, husband Brian resides on the 2006 Board of Trustees.

c. WEB –. BELOW ITEMS ON HOLD DUE TO STEVE SMITH ABSENCE.

- eMail specific Accounts
- Official Posting Guidelines
- Forum

d. Systems –BELOW ITEMS ON HOLD DUE TO STEVE SMITH ABSENCE.

- Official committee forms
- Documents layout

e. Prepare Questions for Renee Hatfield

- Renee Hatfield – this may need to wait until August. Sharon will call about the non-profit association rules.

f. Voting - ITEMS ON HOLD DUE TO STEVE SMITH ABSENCE.

VI. NEW BUSINESS

a. Tornado Sirens

b. Voted to purchase a printer cartridge for Weller

**VOTE:** Board of Trustees vote on request:

- Sharon Weller – approved
- Brian O’Kane – approved
- Steve Smith - absent

c. Voted to purchase a book for minutes

**VOTE:** Board of Trustees vote on request:

- Sharon Weller – approved



- Brian O’Kane – approved
  - Steve Smith – absent
- d. Approval for web page for Neighborhood Watch Committee  
**VOTE:** Board of Trustees vote on request:
- Sharon Weller – approved
  - Brian O’Kane – approved
  - Steve Smith - absent
- e. Neighborhood Watch newsletter  
**VOTE:** Board of Trustees vote on request:
- Sharon Weller – approved
  - Brian O’Kane – approved
  - Steve Smith – absent A
- f. request to afford 3 sets of Confidential and Copy stamps for HOA and DRB documentation  
**VOTE:** Board of Trustees vote on request:
- Sharon Weller – approved
  - Brian O’Kane – approved
  - Steve Smith – absent

ADDITIONAL REPORTS:

Report from Jeff Loos – Neighborhood Ponds

- Jeff Loos got information on pond issues. John Hixon performed an inspection of the ponds
- Inspection Recommendation Letter dated May 24, 2006 will be scanned and posted to the website
- Jeff will give a copy of the letter to Brian O’Kane to share with the HOA Pond Source point of contact.
- Pond Source: Brian O’Kane update:
  - Fixed fountains twice. Both instances were due to a plastic bag getting caught
  - Pond Source will be out this week to work on the algae. They are having to do extra treatments to keep the ponds algae-free.
  - Mowing the greenways on Chiprock & Fawn Meadows– Peabody Landscape is doing this for Dominion.
  - Sonny & Sons – adjusted sprinklers again. They have been out twice this year.

The meeting was adjourned. *The next meeting will be held on Saturday, July 29<sup>th</sup> @ 8 a.m. The location of the meeting is still to be decided. This will be the August meeting due to some members being out for vacations.*