

**THE WOODS AT MILL VALLEY HOMEOWNERS ASSOCIATION
MEETING MINUTES**

Thursday, January 11, 2007

The Board of Trustees met at the home of Sharon Weller on January 11, 2007 at 6 pm. Members present were Kyle Keator, Steve Smith, Sharon Weller, Debbie Richmond, Brian O’Kane and Jeff Loos.

I. Minutes from last meeting
Minutes from 11-4-06 and 11-9-06 were presented to Trustees for review.
II. Officer and Board Member Reports
A. President’s Report – none given
B. Treasurer’s Report
<ul style="list-style-type: none">• A total of 18 liens were filed. 13 are for dues not paid in 2006. 5 of them didn’t pay dues in 2006 or 2005. 2 of the houses are in foreclosure. 1 family says they paid and are looking for the cleared check. A couple of the 18 are refusing to pay anything. The amount owed is a combination of dues, late fees and costs to file the lien.• The balance in the checking account is \$19,143.83 as of 1-11-07.• Kyle brought up the possibility of the HOA paying for a Bookkeeper. What cost is feasible? Brian rejected the idea and said that his opinion is that if a homeowner volunteer will do it, it should continue to be handled that way.• Kyle said he is done with performing treasurer duties at the end of this fiscal year so the next board will have to find a replacement.
C. Board Members Report
<ul style="list-style-type: none">• Steve expressed concern at the lack of activity of the DRB. He has been contacted by many homeowners who say that they have given up any hope of contacting the DRB since all previous attempts have been ignored. It has been more than 10 days since DRB documents were requested and he still doesn’t have any current documents. John brought him a box of stuff but there was nothing past July 2006. Letters were sent out in November and here it is January and homeowners still have not been responded to. Steve wants the Board to decide tonight if they are going to give him copies of all correspondence between homeowners and DRB. It should be easy to copy all e-mails and burn them to a CD. Steve has started working on outlines for officer & Board member duties.• Brian reported that he had attended the Zoning meeting about the signage on the commercial properties and indicated that no variance had been granted. He also said he is going to contact Water’s Edge about taking out the front fountain for the winter.
III. Committees & DRB Report
<ul style="list-style-type: none">• DRB – Sharon is not pleased with the inaction of the DRB. John is minimally involved at best. He has not been able to get into the HOA website. Per Sharon – Mary has talked to people over the phone and met with homeowners about violations. However, during the last 2 months, virtually all activity has come to a screeching halt.• Steve asked if e-mails between DRB and homeowners are being saved. Sharon said some trivial e-mails get deleted. Steve said that it is wrong for the DRB to delete any e-mails to or from homeowners.• There are 83 homeowners that received violation letters.• Kyle said he spoke to Mary and she said she is no longer working on DRB stuff. Sharon said Mary

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is no longer the lead person of the DRB.

- Sharon said she needs to get the notebook from Mary to see which homeowners have been responded to already and which ones still need to be responded to.

IV. Unfinished Business

- Jeff Loos brought in a receipt for the wreaths he had purchased on behalf of the Beautification Committee for the front entrance for reimbursement.
- Brian will contact Mary and follow-up with Steve by Sunday, January 14th about DRB e-mails.
- Brian will also talk to Mary & John about meeting with a group a.s.a.p. to go through the e-mails, votes taken, letters, etc. to see where things are for the violation letters that were sent out.
- Sharon agreed to take on the lead of the DRB if the group that is meeting gets everything sorted out and cleaned up, as well as if the other two members are going to respond to emails &/or phone calls so that business can carry on as it should. Therefore, the outcome of the meeting will determine that.
- Procedures for Violations/Fines will be determined once the Board finds out the status of all of the DRB activity for the past two months.
- Sharon mentioned that while she knows contact with all homeowners concerning the violations/fines is important, there were 2 homeowners in particular, Pennell and Stinnett, who had contacted her because they are selling their homes and are in extreme need of getting their DRB situation settled. She thinks that they are just waiting for an approval letter. It was decided that once the group meets to look over the situation, Pennell and Stinnett can be wrapped up quickly.
- Sharon is going to change the auto-reply for the DRB email account so that homeowners know a reply may be longer than what the previous auto-reply stated, as well as why this is so. It will also say that no fines will be levied until the DRB has responded to the homeowners' emails.

V. New Business

- Can Craig make it so that Boardmembers get a "read only" copy of all DRB incoming e-mails?
- Need to revise HOA documents so that they state what documents need to be kept for record keeping purposes. Currently there is nothing that gives a directive of what needs to be saved.
- Board Meetings - The last 2 meeting for this year's board will be February 8 and March 8. Both will be held at Creekview.

HOA Meeting

The spring meeting of the HOA is to be held on the last Monday in March or one month thereafter. However, Sharon said that this week is Marysville school district's spring break. She suggested the following week, or week after to keep it as close to the March date as possible. Steve preferred a Saturday or Sunday evening to allow 2nd shifters a chance to attend the meeting. Brian made a motion that the meeting be held on April 9, a Monday, since the Association documents say the meeting should occur on a Monday. Discussion was held and a vote taken. (Brian O'Kane-yes Steve Smith-no Sharon Weller-yes) As long as Creekview is available on that night, the meeting will be held on April 9th at 7:00 pm.

Newsletter

- Discussion on getting a newsletter out to let homeowners know about the HOA meeting that will be held, as well as to let those who are interested in being on the Board to let Sharon know. Those who run are able to write up a bio that will appear on the website so that other homeowners are made aware of the candidates.

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- The newsletter will include: Committee Reports, Information on the Maintenance Contracts (this information will depend on when the newsletter goes out and when the contracts are awarded), volunteers are needed for committees for the next Board, DRB - where it stands at that time, date of bios to be listed (around early March) and ballots and bios will then be sent out and have to be returned prior to the meeting.
- The newsletter will go out approx. mid-February to give ample notice to get bios of interested parties back as well as give notice of meeting, etc.

Maintenance Contracts

Discussion was held on the maintenance contracts. It was decided that information needed to be put out about bidding for the contracts and that Debbie would get letters sent out, as well as put an ad in the paper.

Adjournment

Minutes prepared by: Debbie Richmond with input from Sharon Weller.