

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

**Wednesday, March 7, 2007**

The Board of Trustees met at Creekview Intermediate on March 7, 2007 at 6 pm. Members present were Steve Smith, Sharon Weller, Debbie Richmond and Jeff Loos.

I. Minutes from last meeting
Minutes from 1-11-07 approved as amended. Minutes from 2-8-07 presented to Trustees for review.
II. Officer and Board Member Reports
A. President's Report
Sharon needs a list of current homeowners for the upcoming Newsletter mailing.
B. Treasurer's Report – Treasurer not present. No report given.
C. Board Members Report
Steve reported that there are many homeowners thoroughly upset with the Board & DRB. Homeowners are also questioning HOA finances because there are inconsistencies in the financials posted on the website. Steve requested the Deed Restriction violation list with a status of where each one stands A.S.A.P. Steve wants the record to show that he has a serious problem with a DRB member selectively notifying realtors of specific houses that are currently for sale that she thinks has Deed Restriction Violations. He wants the Board to direct members of the DRB to refrain from calling Realtors. The HOA &/or DRB should not get involved with or interfere in the sale of homes. Steve also voiced concern with the wording of Deed Restriction Violation letters. Communication from the DRB to homeowners should be worded more carefully; bad grammar, typos and unclear statements in recent letters sent to homeowners make the Board & DRB look bad.
III. DRB Report
Sharon has received 4 new plan submissions since the last meeting. She has been working on changing the organization of the DRB electronic and paper files from year to by street address. A few homeowners have sent Sharon scanned copies of their previously received approval letters to be added to their DRB file. DRB letters being sent out this year will now have the DRB raised seal that was purchased.
IV. Unfinished Business
A. DRB
• Procedures for violations/fines - All remaining homeowners with outstanding violations have until 6-30-07 to comply. A letter will be drafted up and sent out to notify the affected homeowners. The information about the letter should be printed in the newsletter, saying something like, "some of you may receive a letter..." and explain that the compliance deadline has been extended. From the original 83 letters that went out, 35 plans have either been approved or variances have been granted. Five of the 83 were for vinyl sheds, which are now approved. That leaves 43 to get letters unless you subtract the 9 that were already sent denial letters and given the 6-30-07 extended deadline.
• Realtor Issue - If a realtor wants to know if a house they are selling has potential violations they can contact Sharon. The DRB can contact realtors and inform them that a Design Review Board is in existence and provide them with DRB contact numbers.
• Jump Drive - Sharon suggested looking into purchasing a flash drive for HOA use so that it's simple for Board Members & Trustees to move HOA documents from their computer hard drives to new Board Members & Trustees. Keeping e-mails on the HOA server is not a good idea; Sharon lost a bunch of e-mails recently. Steve suggested that DRB documents/communications and HOA financials be brought to each of the monthly board member meetings.

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B. Maintenance Contracts – Debbie collected contractor bids, put all the bids in a spreadsheet and presented the bids to the Board minus the names of the contractors. Discussion was held on whether to take the lowest bid or to use a common practice of throwing out the high & low bids and then choosing the lowest bid. Using that method, you eliminate a contractor who may have bid low because they are not familiar with the amount of work involved and eliminating the highest for over-pricing. It was decided to throw out the high bid, low bid and then consider the bottom two. Debbie will e-mail excel spreadsheet of bids to Sharon. Sharon will e-mail the bids to Steve and Brian to collect their votes.

C. Newsletter – Discussion on whether we should put stamps on the return envelopes for ballots. Steve asked how much cost was involved in sending out the last newsletter. We supplied mailing labels and postage, Copy Source printed the Newsletter, supplied envelopes and return address labels. Copy Source initially charged \$70 but the price was reduced to \$60 after Sharon complained about return labels applied crooked or missing altogether. Total cost to mail the Newsletter, ballot, proxy and return envelope with postage will be approximately \$1.00 per home. Decision was made to put postage on the return envelopes in hopes of getting more people to return ballots since we typically get very few responses to votes. Aiming to get mailed by March 14<sup>th</sup> so homeowners will receive by March 16<sup>th</sup> or 17<sup>th</sup>. People would have 3 weeks between the newsletter delivery date and the annual meeting to consider the Board candidates and return ballots. If people do not put the ballot in the mail by April 6<sup>th</sup>, it might not make it to the post office box before the meeting. The PO Box will have to be checked for ballots just prior to the April 9<sup>th</sup> meeting. The Newsletter will contain the bios of the people running for Board, the name(s) of the contractor(s) that were awarded the landscape & pond maintenance contracts, a DRB update, a HOA financial update and a reminder of the April 9<sup>th</sup> meeting.

V. New Business

Discussion on whether one more board meeting should be held before the annual meeting. If so, it would have to be either the week of March 19<sup>th</sup> or April 2<sup>nd</sup> because the week in between is spring break for Marysville students and board members with kids may have plans already. Board members should start backing up HOA documents so that when the new board is elected at the April 9<sup>th</sup> meeting, HOA documents, electronic communications & keys are ready to be handed over. Discussion on whether there will be a need for meetings between the old and new board members. Steve said that would be something for the new board members to decide, not the current board.

Adjournment

Minutes prepared by: Debbie Richmond