

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

Thursday, April 19th, 2007

The Board of Trustees held an open meeting at Creekview Intermediate School on April 19, 2007 at 7:00 pm. Members present were Steve Smith, Todd Lewis and Debbie Richmond.

I. Minutes from last meeting
The Annual Meeting for elections was held on April 9, 2007. Newly elected Board of Trustee members for 2007 are Steve Smith, Todd Lewis and Debbie Richmond.
II. Officer and Board Member Reports
Steve Smith will hold the office of President, Todd Lewis will be the board member residing on the Design Review Board and Debbie Richmond serve as secretary until such time that another one can be appointed.
A. President's Report
<ul style="list-style-type: none">• Steve introduced Debbie, Todd and himself to the homeowners in attendance. This board's direction is to take a less aggressive approach with more focus on working <i>with</i> the homeowners.• Steve has created a spreadsheet to track all of the items that need to get done, a To Do List, with a timeline for completion and which board member is assigned to the task.
B. Treasurer's Report
<ul style="list-style-type: none">• Steve got the Peachtree software from Kyle Keator and installed it on his computer. Steve said that the checkbook register stopped being used around July 2004. Check #1518 was not the last check used but check #1519 is the next check in the checkbook. Must assume that register was not being used consistently once Peachtree program was purchased.• From what Steve has been able to figure out, approximate expenditures in 2006 were \$500 for banking & taxes, \$200 for the beautification committee, \$5,000 on electricity for the fountains, \$11,000 on landscaping & ponds, \$2,500 on insurance, \$4,000 on legal fees, \$3,000 on office supplies and \$2,000 on repairs for a total of \$27,000. Income was \$29,000 and there is 2,000 worth of bills to be paid now so the HOA essentially broke even in 2006.• Steve discovered that the HOA has a credit card through Friends Business Source a company that deals in office supplies. The authorized users were him, Brian and Sharon. Steve had Sharon & Brian removed and destroyed the card.• Completed signature cards are now on file with the bank.• Taxes on the common property were due Feb 14, we need to check to see if it was paid or not.• Last year, dues were sent out for collection in May.
C. Board Members Report
Secretary's Report – Sharon turned over 4 binders in a cardboard box after the meeting on April 9 th . Three binders were for the streets and the 4 th one was for the "Windshield Survey". Debbie sent Sharon an e-mail requesting the DRB electronic documents and DRB raised seal but so far, she has not responded.
III. Committees & DRB Report
<ul style="list-style-type: none">• Todd, Steve & Debbie are the 3 members of the DRB until 2 homeowners volunteer to serve on the DRB. Todd has designed a form to use when assessing plan submissions. He has imposed a 5 day turnaround on submission unless the plan is in some way against deed restrictions. So far, he has approved 2 plans. The first goal is to straighten out the situation created by the previous DRB. The old DRB used a raised seal but did not sign any of the letters. Todd said that all plan approvals will have 2 DRB member signatures on them. Todd doesn't just want to be the restriction police. He wants to put

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info on the website where homeowners can rate their contractor, provide tips and advice to others undertaking similar projects and to take photos of their completed project and post on the website.

- Terrance Quinlan and Karla Knepper volunteered to serve on the Design Review Board.
- DRB Duties – identify violations, has sole authority to issue variances. DRB has a significant amount of latitude on what variances they want to allow.
- drb@woodsatmillvalley.org will remain in use for homeowners to contact the DRB

IV. Old Business

We are in receipt of invoices totaling approximately \$2,000 that need to get paid. They consist of legal fees, lawn care and fountain installation.

V. New Business

- Cobblestone pond has trash in and around it, need to clean it up
- We are considering May 10th or May 17th as possible dates to meet with the HOA lawyer to clarify the current situation with the DRB.
- Street Tree – if tree dies, homeowner is responsible for replacing it. It should be the same type of tree. The Special Warranty Deed addresses this issue in section 8.0.
- Waters Edge re-installed the fountain in the main pond this week.
- The fountain lights are coming on and going off at odd times. Steve will check on the light timer.

A. Officer Appointments

Lance Knepper as VP

Steve Smith doesn't mind serving as Treasurer on a short term basis with Terry Quinlan assisting Kelli Smith as Secretary

Rob Kinyon – webmaster with Jamie Kinyon assisting as needed.

B. Committees – a Board member must reside on each committee

1. Oversight – review HOA documents as a whole & do a quarterly financial review

Volunteer - Bobbie Quinlan

2. **Safety** – speeding concerns and neighborhood watch

Volunteers - Megan Garner, LauraLynn Stephen, Steve Krumm, Analisa Krumm

3. **Beautification** – clean up days, seasonal decorations and possibly keep an eye on whether greenspaces behind Chiprock and Fawn Meadow are being mowed.

Volunteer - Sherri Lewis

4. **Community Activities** – suggestions for activities include welcome wagon, community garage sales, Easter Egg hunt, Christmas decoration competition, golf outings, spring fling, movie night, cake walk, game night, summer carnival, zoo trips, Halloween costume contest, etc.

Volunteers – Sherri Lewis, Tami Shepherd, Kelli Smith, Steve Smith, Megan Garner

a. Welcome Wagon – Gina Howard

b. Infant Welcome – AnnaLisa Krumm

5. **Street Liasons** – need to make sure there is enough interest to be able to do. 1 or 2 volunteers won't be able to handle all 10 streets.

Voting

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| 1. DRB Members - Karla Knepper | 3 yes–0 no |
| 2. Terence Quinlan | 3 yes–0 no |
| 3. Vice President - Lance Knepper | 3 yes–0 no |
| 4. Asst. Treasurer - Terry Quinlan | 3 yes–0 no |

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| 5. Secretary - Kelli Smith | 3 yes-0 no |
| 6. Webmaster - Rob Kinyon | 3 yes-0 no |
| 7. Oversight Committee Chairperson - Debbie Richmond | 3 yes-0 no |
| 8. Safety Committee Chairperson - Steve Smith | 3 yes-0 no |
| 9. Beautification Committee Chairperson - Todd Lewis | 3 yes-0 no |
| 10. Community Activity Chairperson - Todd Lewis | 3 yes-0 no |

C. Dues – HOA pretty much broken even in 2006 with lots of money spent on legal fees and office supplies. Steve proposed to keep dues at \$85 (same as last year). We always have the ability to refund money if needed but we would not want to get into a situation where we don't have the money to pay bills.

Voting

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| 1. Keep dues at \$85 | 3 yes-0 no |
| 2. Have invoices go out on or before April 30 th and have due June 15 th | 3 yes-0 no |
| 3. \$10 fee for late payments | 3 yes-0 no |
| 4. Payments considered late if postmarked after June 15 th | 3 yes-0 no |

Meeting adjourned

Minutes prepared by: Debbie Richmond