

Woods at Mill Valley Homeowners Association Meeting of the Board of Trustees

MINUTES

APRIL 29, 2007

12:00 P.M.

1893 CHIPROCK DRIVE

MEETING CALLED BY	Steve Smith, President
TYPE OF MEETING	Preparation meeting for Lawyer and initial meeting with new webmaster
FACILITATOR	Board of Trustees
NOTE TAKER	Kelli Smith
TIMEKEEPER	None
ATTENDEES	Steve Smith, Debbie Richmond, Todd Lewis, Terry Quinlan, Bobbie Quinlan, Kelli Smith, Rob Kinyon

Agenda topics

FINANCIAL

TERRY QUINLAN

DISCUSSION	<ol style="list-style-type: none"> Steve has made contact with all of the listed contractors to ensure that the bills are up to date. And has also contacted R.A.T.S. (Renee's accounting and tax service) to determine our tax status. Insurance quotes for pond and personal liability seem to be high. Peachtree software is excessive for our needs since the HOA only has 2 contractors and only collects dues once a year. 	
CONCLUSIONS	<ol style="list-style-type: none"> Pond Source was contacted but has not yet returned any information. All other contractors are paid in full. The Taxes are paid up to date. Need to assess Auto's insurance for cost effectiveness and get multiple bids from competitors We will keep track of dues and expenses through an excel spreadsheet and a ledger. Both should be updated once a month and presented on the website as well as reviewed by the oversight committee. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. Treasurer Terry Quinlan will do an Audit of the finances in order to give the Trustees accurate information with which to build a budget for the coming year.	Terry Quinlan	Next meeting
2. Get bids from competitors	Debbie Richmond	July

LEGAL

STEVE SMITH

DISCUSSION	<ol style="list-style-type: none"> There are several Open Liens that were turned over to this year's board that need resolution. Steve asked that everyone who is attending the meeting with the lawyer bring all of their paperwork and a list of questions in order to make the most of the time allotted. 	
CONCLUSIONS	<ol style="list-style-type: none"> Put on hold pending lawyer review Todd Lewis will bring: multiple deed restrictions for all phases; all Variances given or denied (to date); 3 examples of the letters sent out in November; some emails of complaints about non-compliance; the April 21st letter from someone claiming to be the DRB; and the 2004 Newsletter concerning fences and sheds. Debbie Richmond will bring a Timeline of DRB activity from 2002 – Present. 	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. The liens will be given to the HOA Attorney Charles Williams for review and recommendation	Steve Smith	May 10, 2007
2. Bring paperwork to meeting with Lawyer	All	May 10, 2007

WEBSITE REVISION

ROB KINYON

DISCUSSION	1. Rob Kinyon the new webmaster suggested that we take down the current website and begin using Drupal. Access will be limited to Homeowners only and will require registration. Trustees will have access to make changes and updates without going through the webmaster.	
	2. Rob suggested setting up mailing lists so that the right information goes to the correct person thus eliminating the need to forward emails.	
	3. A section on the website for children to go and play games or offer babysitting services etc, was suggested.	
	4. Debbie suggested that we look into electronic newsletter mailings, for those individuals who would prefer that method, as well as electronic dues payments through paypal, in order to save money on postage.	
CONCLUSIONS	1. Drupal will be implemented	
	2. Individual mailing lists will be set up, including: Board of Trustee, DRB, Administration, and General.	
	3. No section for children will be set up at this time due to the fact that the website is new and we're not sure about it's security.	
	4. Once our security issue is resolved we can survey the community through the website to determine interest in electronic payments.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. Set up Drupal and train Trustees on how to build the site.	Rob Kinyon	May 15, 2007
2. Incorporate mailing lists into program	Rob Kinyon	April 30, 2007

---Meeting Concluded---