

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

MINUTES

JUNE 10, 2007

2:00PM

MARYSVILLE PUBLIC LIBRARY

MEETING CALLED BY	Steve Smith, President
TYPE OF MEETING	Monthly meeting of the Board of Trustees
FACILITATOR	Board of Trustees
NOTE TAKER	Kelli Smith, Secretary
TIMEKEEPER	None
ATTENDEES	Steve Smith, Debbie Richmond, Todd Lewis, Terry Quinlan, Kelli Smith, Karla Knepper, Lance Knepper

Agenda topics

GROUND/SPRING MAINTENANCE

DISCUSSION	<p>1. Steve Smith thanked everyone for their hard work stating that a lot has been accomplished in 2 short months. Then Steve reminded those present of the items that will continue to need attention i.e.; ponds, lights, fountains and lawn maintenance. It was also stated that we have no record of ever receiving a water bill from the city.</p> <p>2. The Pond is starting to accumulate trash and pond scum. Pond Source was contracted to do periodic cleanings and chemical applications. However, to date, we have seen no applications or clean ups from them nor will they return our phone calls.</p> <p>3. Todd Lewis stated that the Dominion fencing at the front entrance is coming up out of the ground</p>	
CONCLUSIONS	<p>1. Need to turn on the sprinklers for the summer months in order to get flowers planted near front sign. Also need to adjust lighting timer from 7pm – 7 am.</p> <p>2. Pond Source is not fulfilling their contract and the Board has decided to investigate terminating their contract and letting Lawnsapes bid on the job since they have a good record of maintaining the other properties.</p> <p>3. Kelli Smith will contact Dominion Homes to inform them</p>	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. Turn on sprinklers, adjust lighting timer and obtain water meter reading.	Todd Lewis	ASAP
2. Kelli Smith will contact Lawnsapes about submitting a bid for the pond chemical application and flower planting.	Kelli Smith	Next Meeting

INSURANCE/TAXES

DISCUSSION	<p>1. Debbie Richmond reported that although the previous board announced that the pond benches were added to the HOA insurance policy, the insurance company has no record of them being added.</p> <p>2. Steve Smith announced that Dominion Homes has offered to deed over lot 3248 (the ¼ acre property behind the front sign) to the Association.</p> <p>3. Terry reported that the previous years Tax preparer, R.A.T.S. will not return his phone calls</p>	
CONCLUSIONS	<p>1. The board will obtain quotes on insuring the benches as well as quotes on changing our current Deductible from \$500 to \$1000</p> <p>2. The Board will need to find out the cost of property taxes as well as the added cost of insurance.</p> <p>3. The taxes must be filed by June 15. The Board has authorized Terry Quinlan to find a new firm and contact the board immediately for tax submission.</p>	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. Obtain quotes from insurance companies	Debbie Richmond	Next Meeting
2. Determine added costs of accepting lot 3248	Debbie Richmond	Next Meeting

FINANCIAL REPORT

TERRY QUINLAN

DISCUSSION	1. Terry Quinlan reported that numerous bank statements are missing from the financial records.	
	2. Huntington National Bank did not disclose the fact that someone outside of the Board of Trustees still had access to the HOA online account.	
	3. Terry wants to work with the Trustees about following the intent of FFA 117	
CONCLUSIONS	1. The board authorized Terry Quinlan to order copies of the missing bank statements from Huntington National Bank in order to obtain a complete financial file.	
	2. The board will look into finding a different financial institution or creating a new account to ensure that only board members have access.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. Treasurer will assess Bank Statements and submit an up to date report on the Associations financial status as well as a quarterly report thereafter.	Terry Quinlan	ASAP

COMMITTEE ACTIVITY

DRB

DISCUSSION	1. Todd Lewis stated that a few homeowners have been expressing a desire for a refund for expenses that they incurred due to the letters received from the previous DRB members.	
	2. Todd Lewis reported that the DRB submissions now have an average turnaround period of 1 week. With that accomplished, the next phase for the DRB is to write the current DRB Design Standards.	
	3. The current web server, Crosswinds, seems to be unstable as there have been several instances throughout the month when the web server was down.	
	4. The Safety Committee and Beautification Committee will be contacted this week to begin their committee activities.	
	5. The Welcome Wagon has contacted the Chamber of Commerce and is currently putting together welcome packages.	
	6. The Activities Committee is hosting a Community Garage Sale June 22 –June 23, 2007	
CONCLUSIONS	1. The board discussed this situation with the HOA attorney, Charles Williams at the May 10 th meeting and Mr. Williams stated that there should be no expectation of reimbursement. (For more information see May 10 th meeting minutes 'deed restrictions section 4')	
	2. The DRB will meet to review the Deed Restriction documents and determine their Design Standards.	
	3. Rob Kinyon has been contacted and is currently researching obtaining a more stable server at a comparable price.	
	6. Ads will be placed in various local newspapers, with the total cost of advertising not to exceed \$100	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. Post Mr. Williams reply on the website and provide future inquiries with that information.	Steve Smith	ASAP
2. Present Design Standards to Board	Todd Lewis	Next Meeting

VOTES

TRUSTEES

DISCUSSION	1. The minutes for April 19 th , April 29 th , and May 10 th were read and submitted for approval
	2. Two Homeowners asked if the board would approve of using HOA funds to replace 'street line' trees that have died.
	3. Homeowner submitted for approval to run a business out of her home (personal information omitted)
	4. Agreement to accept Dominion's offer to deed over Lot 3248 pending insurance costs
	5. Homeowner asked if the association could do anything about excessive vehicles being parked on the street in front of her house.

VOTES TAKEN	1. Steve Smith - Yes, Todd Lewis – Yes, Debbie Richmond – Yes - Motion Passed -	
	2. Steve Smith – No, Todd Lewis – No, Debbie Richmond – No - Motion Failed -	
	3. Steve Smith – Yes, Todd Lewis – Yes, Debbie Richmond - Yes - Motion Passed -	
	4. Steve Smith – Yes, Todd Lewis – Yes, Debbie Richmond – Yes - Motion Passed -	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. Minutes will be filed and posted on HOA website	Kelli Smith	ASAP
5. There are no deed restrictions covering this item. However, the homeowner may contact the police department for resolution.		

---Meeting Concluded---