

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

MINUTES

AUGUST 5, 2007

1:00 P.M.

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
TIMEKEEPER	None
ATTENDEES	Steve Smith (Trustee), Debbie Richmond (Trustee), Todd Lewis (Trustee), Kelli Smith (Secretary), Lance Knepper (Vice President), Karla Knepper (DRB), and 6 homeowners.

Agenda topics

FINANCIAL

STEVE SMITH

DISCUSSION	<ol style="list-style-type: none"> Steve Smith passed around the current budget and financial register to be review by the board members and the homeowners The dues are still being collected. Approximately 50 homes have not yet paid their dues. 10 of which are special circumstances such as vacant houses, in foreclosure, etc. The 10 special circumstances homes that have not paid need clarification of who is responsible for the dues payments. Blue and Company is still in the process of reviewing the financial statements. The CPA is waiting on forms from Dominion Homes to continue. 	
CONCLUSIONS	<ol style="list-style-type: none"> The register currently stands at \$34,940.94. The third and final notice will go out this week. Payments not returned by the due date will be turned over to a collection agency and collection fees will be added to the balance due on delinquent accounts. Dominion Homes has been contacted and are in the process of obtaining the paperwork needed. At the conclusion of the review all findings will be disclosed to the members of the association. 	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. The updated budget and register will be posted on the website	Steve Smith	ASAP
2. Take a list of all delinquent accounts to the collection agency. 3. Debbie Richmond will research who currently owns the properties	Debbie Richmond	Aug. 27, 2007

LEGAL

STEVE SMITH

DISCUSSION	<ol style="list-style-type: none"> There are 2 additional foreclosures that have been sent to the Board. The paperwork for a change of Domestic Agent has been completed and a copy has been sent to the Board. 	
CONCLUSIONS	<ol style="list-style-type: none"> Needs reviewed by legal Debbie Richmond is officially the Domestic Agent for fiscal year 2007. 	

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. Steve will send foreclosures to Charles Williams	Steve Smith	ASAP
2. Paperwork will be stored in file	Kelli Smith	ASAP

WEBSITE

STEVE SMITH

DISCUSSION	1. The Board recently found several glitches in the email system. Many accounts from previous years were not deleted, causing over 3,000 emails to be stored on the system without being routed to board members. Although most were spam, there were 45 outstanding issues from homeowners that need addressed.	
	2. The website forum is degrading into a negative style. Those posting are primarily previous Trustees and Officers. In July, out of the 47 postings, only 3 were from members who were not previous trustees or officers.	
	3. The calendar of events is an example of the type of communication that we want to encourage on the website.	
CONCLUSIONS	1. Steve Smith deleted the outdated email accounts and set up this years accounts to be routed to all 3 board members in an effort to ensure that all inquiries from homeowners will be directed correctly in the future.	
	2. In an effort to clean up the forum and keep it current, the board will begin reviewing the forum periodically to trim outdated information. The forum will be a moving window in time, rather than an archive of everything that was ever discussed.	
	3. The Calendar of Events will be moved to the front page.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. The Trustees will make contact with all 45 members immediately. In addition a reminder will be placed in the next newsletter asking homeowners to use current email addresses (listed in the newsletter and website) to reach the board. Old addresses are now invalid.	Trustees	ASAP
2. The forum will be cleaned up each month after the meetings and will be updated along with the Financials and Announcements.	Steve Smith	Monthly

FRONT PONDS

STEVE SMITH

DISCUSSION	1. The front ponds and sprinkler systems have been under repairs for the month of July. Steve Smith detailed the problems, options and direction that the board has decided to take regarding the repairs. Please visit the website at www.woodsatmillvalley.org and view "Decision concerning the fountain in the front pond" for full details.	
	2. Unbudgeted repairs for damaged wiring cost \$1,200 to dig and run conduit under Millwood Blvd and an additional \$300 to dig and run conduit under cobblestone. The Board voted to have both areas completed.	
CONCLUSIONS	1. Lawscapes is moving along with the repairs and safeguards are being put in place (i.e. placing underground wiring in conduit, installing mesh screens around the pumps etc.) to avoid these breakdowns in the future.	
	2. A homeowner asked if these unbudgeted items might cause a special assessment to cover the costs. The board unanimously stated "No". The budget will easily handle these costs due to the offset of costs pertaining to lower electricity bills (during the month that the pumps were inoperable) and the inability to plant and maintain spring flowers.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. Have the sprinklers in the flowerbed adjusted and schedule fall plantings.	Kelli Smith	Next Meeting

DRB

TODD LEWIS

DISCUSSION	1. In July there were 48 approval variances (primarily fences and sheds) for previous items. There were 8 new request made to the DRB. 7 were approved and 1 was denied.	
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	2. Terry Quinlan resigned from the DRB and was replaced with another volunteer.
	3. Todd Lewis is working with the DRB members to complete the Design Review Standards.
CONCLUSIONS	2. The current DRB members are Todd Lewis, Karla Knepper and Karen Moore.
	3. The Design Review Standards are not a rewriting of the Deed restrictions. It is an informational document to explain the current DRB's general intent of Deed Restriction Interpretation.
ACTION ITEMS	PERSON RESPONSIBLE

COMMUNITY ACTIVITIES

TODD LEWIS

DISCUSSION	1. The community activities committee is planning a "Kids fun day". They are contacting several city volunteers, including the police dept., fire dept., and animal shelter to help make the day extra special.	
	2. A homeowner voiced concerns about the speed on Millwood blvd and asked the Board for help in reminding drivers of the dangers to our children.	
CONCLUSIONS	1. Kid's fun day will be held in the Creekview parking lot on Aug 25 th pending approval from the school.	
	2. Steve Smith will contact the Safety Committee chairperson and set up a meeting ASAP so that these concerns can be addressed.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. Need to contact Larry Zimmerman to get approval, contact safety committee to enlist their help, and print flyers	Kelli Smith	ASAP

OPEN DISCUSSION

HOMEOWNERS

DISCUSSION	1. Homeowner asked the board to post the board meeting agenda to the website prior to the monthly meetings.
	2. Homeowner asked the board to incorporate a "Frequently asked Questions" section on the website.
	3. Homeowner asked if the board can do anything about the garage sale signs at the front entrance.
	4. Homeowner suggested that the board adopt Roberts Rule of Order, as he feels that the meetings are too unstructured.
	5. Homeowner asked what can be done with the land behind Chiprock and Fawn Meadow that is frequently in need of mowing.
	6. Homeowner is considering throwing a block party/charity event on September 29, 2007 and asked for any assistance that the board can offer.
CONCLUSIONS	1. The board stated that the meetings all have the same basic agenda consisting of Financial, DRB, Grounds Maintenance, Legal, and Committee reviews. However, if something out of the ordinary is scheduled to be discussed, they will be sure to post an agenda.
	2. The board secretary will track questions that are asked and comprise a list of questions and answers for the website.
	3. The beautification committee frequently cleans up the front entrance of signs and garbage; however, it is still a problem in that it returns immediately.
	4. Steve Smith stated that although Roberts Rule of order fits the style of some individuals, he personally prefers a relaxed style to a rigid style so he would not be in favor of adopting it during his term.
	5. As this is an ongoing problem from year to year, most know that Dominion Homes owns the property but they are in the process of deeding the land over to the City of Marysville. Debbie Richmond checks the county website on a regular basis to determine the status of this land. As of today, the paperwork is not completed, so Dominion Homes is still responsible for the maintenance.
	6. The board will send the Homeowner contact information from other homeowners who have thrown successful block parties as well as post his request for volunteers on the website.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
3. The board will address this in the next newsletter	Todd Lewis	September
5. The secretary will call Dominion Homes again to request another mowing.	Kelli Smith	ASAP

---Meeting Concluded---