

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

MINUTES

SEPTEMBER 23, 2007

1:00 P.M.

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), Sherry Lewis.

Agenda topics

DRB

DISCUSSION	1. The Design Review Standards are finished and are being reviewed.	
CONCLUSION	1. If approved, they will be submitted to the Board of Trustees and posted on the HOA website.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. Submit Design Review Standards to Board of Trustees	Todd Lewis	Pending approval

GROUNDS MAINTENANCE

DISCUSSION	1. Debbie Richmond stated that the ponds are growing algae again and that the dead flowers to the left of the entrance have still not been replaced. Steve stated that Lawnsapes has been contacted about both issues and has set several dates to correct the problems but have not yet complied.	
	2. Todd Lewis contacted Fountain Tech about the broken fountain. They informed him that Water's Edge is not an authorized distributor and therefore cannot order parts.	
CONCLUSIONS	1. Todd Lewis will contact Lawnsapes about adding additional chemicals to the ponds as well as replacing the dead flowers.	
	2. Todd Lewis contacted Water's Edge to release them from their schedule to pick up the pump and is now working with Fountain Tech to get the large fountain repaired under warranty. Currently, Fountain Tech is troubleshooting the fountain. If the large fountain can be repaired and modified to safeguard against future breakdowns, Todd will obtain a quote to reinstall the large fountain in the main pond and return the smaller fountain to cobblestone.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

1. Contact Lawscapes	Todd Lewis	ASAP
2. Act as contact for Fountain Tech during fountain repair	Todd Lewis	

FINANCIALS

DISCUSSION	1. Steve Smith reported that the deadline for returning dues payments per the third and final notice has now passed. To date, there are 30 homes that have not paid dues for 2007.	
	2. The 2006 tax forms were filed by fiscal year rather than by calendar year.	
CONCLUSIONS	1. The 30 noncompliant properties will be compiled into a list, verified and then submitted to the Collection Agency.	
	2. Gina Grote, CPA will file an amendment to the 2006 taxes to include Jan 1-Mar 31 of 2006.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. Verify list and submit to the Collection Agency	Debbie Richmond	ASAP
2. Send Gina Grote the backup data files for 2006	Steve Smith	Sept. 24, 2007

PROPOSAL

DISCUSSION	1. Steve Smith suggested that the board propose a vote of the homeowners to be taken at the November HOA meeting. He suggested 2 separate votes. 1) A vote to place a \$100 cap on annual dues. 2) A vote to modify the documents to remove the Board's ability to impose special assessments without approval from 2/3 of the voting power.	
	2. Steve Smith suggested a Sunday evening for the HOA meeting in order to accommodate 2 nd shift workers and to avoid conflicts with sports and children's after school activities.	
CONCLUSIONS	1. A newsletter will need to be sent out to inform the homeowners of the vote.	
	2. Creekview will require a fee to have a janitor on the premises during the weekend.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
1. Write newsletter and submit to board for approval	Kelli Smith	Oct 3, 2007
2. Call Creekview to determine the fee and to reserve the common area for the HOA November meeting.	Kelli Smith	ASAP

VOTES TAKEN

PROPOSE 2 VOTES IN NOVEMBER

TRUSTEES	Debbie Richmond – Yes	Todd Lewis – Yes	Steve Smith - Yes

---Meeting Concluded---