

# Woods at Mill Valley Homeowners Association Meeting

MINUTES

NOVEMBER 4, 2007

6:30 P.M.

NORTHWOODS SCHOOL

<b>MEETING CALLED BY</b>	Steve Smith, President
<b>TYPE OF MEETING</b>	Open HOA meeting of the homeowners
<b>FACILITATOR</b>	Board of Trustees
<b>NOTE TAKER</b>	Kelli Smith
<b>TIMEKEEPER</b>	None
<b>ATTENDEES</b>	Steve Smith (Trustee), Debbie Richmond (Trustee), Todd Lewis (Trustee), Kelli Smith (Secretary), Dave Dye (Representative for PSAM), and 9 Homeowners

## Agenda topics

### FINANCIAL

<b>DISCUSSION</b>	<p>1. The HOA is over budget at this time by approximately \$4,000. 100% of this overage is due to repair work: 2 broken fountains; broken electrical wiring; broken sprinkler system; and the cost of installing conduit for electrical wiring under Millwood Blvd. and Cobblestone.</p> <p>2. Steve Smith reported that 27 homes have not paid dues. All 27 properties have been turned over to a collection agency for retrieval of funds at a cost of \$25 per property.</p> <p>3. Blue and Company has completed their financial review and the results are posted on the website</p>
<b>CONCLUSION</b>	<p>1. The repairs are completed. All 3 fountains are currently functional and the lights and sprinkler systems are operational.</p> <p>2. The \$25 fee is accessed to the default property and will be collected with the dues payment. In the event that the dues are not received, a lien will be placed on the property and all costs associated with the filing and release of the lien will be added to the dues payment as well as the \$25 collection fee.</p> <p>3. Visit <a href="http://www.woodsatmillvalley.org">www.woodsatmillvalley.org</a> to view financial review.</p>

### GROUNDS MAINTENANCE

<b>DISCUSSION</b>	<p>1. Lawnsapes has been mowing weekly but has been contacted to reduce the frequency of mowing to a need only basis.</p> <p>2. Lot #3248 has been acquired from Dominion Homes. Debbie Richmond stated that she has contacted the city and the lot has been reassessed as a non-buildable lot. This will save the association over \$350 a year in taxes.</p> <p>3. The fountains need to be removed and stored before the pond freezes.</p>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
3. Contact Fountech to winterize ponds	Todd Lewis	ASAP

### DRB

<b>DISCUSSION</b>	<p>1. Todd Lewis opened the floor to questions about the DRB operations. DRB Standards, Blanket Variances, and Recurring Infractions of deed restrictions were among the questions asked by the homeowners.</p>
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**COMMUNITY ACTIVITIES**

<b>DISCUSSION</b>	1. The Halloween Parade was a huge success. The parade route contained "hidden" Halloween safety questions for the kids to answer in order to win prizes at the end. Contests were held, games were played and everyone had a frightfully good time.	
	2. It was suggested that the front entrance contain some holiday decorations. Two homeowners volunteered to decorate the front sign with Christmas wreaths in early December.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
1. Pictures of the Halloween Parade will be posted on the website	Steve Smith	ASAP
2. Thank you to our volunteers for decorating the front entrance.		

**VOTE TO LIMIT DUES**

<b>DISCUSSION</b>	1. It was brought to the boards' attention that there was some confusion in the community about the vote that was taken recently concerning dues assessments. Some individuals thought that the board was proposing to raise dues to \$100. It was explained by Steve Smith that this is not the case. The annual dues amount is determined each year by the 3 newly elected board members and there currently is no cap on the amount that can be assessed. The vote was a vote to cap the dues at \$100, not to raise them.
<b>CONCLUSION</b>	1. After the financial review was completed, it was determined by the trustees that the current \$85 dues assessment is more than enough to maintain the properties and perform all HOA duties, as well as build a steadily increasing reserve fund if none of the main systems break. However, if extensive repairs are needed over the next few years, the reserve fund could diminish and additional funds may be needed to meet increased costs of services. Therefore, the board decided to set the vote at a \$100 cap. The board felt confident, based on this years costs as well as the financial review of previous years, that this figure would be a sufficient amount to run the HOA for many years to come.

**PSAM**

<b>DISCUSSION</b>	1. Dave Dye, a representative of Professional Subdivision and Association Managers, LTD (PSAM) held an open question/answer session with the homeowners. Among the topics discussed were: PSAM's credentials; their responsibilities to the board as well as to the homeowners; future dues collections; deed restrictions and enforcement; design review functions; and costs of services rendered.	
<b>CONCLUSIONS</b>	1. After the discussion, all present agreed that it would be in the best interest of the association to hire PSAM to handle the day-to-day operations of the Woods at Mill Valley HOA. The Homeowners asked that the board take a vote to determine whether or not PSAM would be hired.	
<b>VOTES TAKEN</b>		
1. Vote to hire PSAM as the HOA management company		
Trustees: Steve Smith – Yes      Todd Lewis – Yes      Debbie Richmond – Yes      Vote passed		

---Meeting Concluded---