

HPOA Board Meeting Minutes 22-January-2008

Board Present: Melanie Griffith Jennifer Crooks Ernst Schubert
 Lloyd Holman Rick Hansen Greg Woodman

Guests: None

Meeting was convened at 19:10 by Lloyd.

Minutes from the December Board meeting were distributed, reviewed, and approved as presented.

The regularly scheduled meeting for January 8th was canceled due to weather. This meeting was convened as a special working meeting in order to prepare a mailing to solicit nominations for the expiring Board positions

Committee Reports / Old Business:

Administrator/Bookkeeper: The contract with Francine Curd is signed and will be filed.

Francine presented some questions about procedure:

1. Are dues to be paid upon receipt of invoice or due within 60 days as the old invoices stated? Francine would prefer payable upon receipt. After discussion, there was no resolution. The Board will research this further.
2. Francine did not receive statements for the bank CD's and has no record of interest payments. This must be resolved. Francine will investigate.
3. Jimm was unable to locate the PeachTree data conveyed to him from the prior administrator. Greg will contact Mr. Black and see if he still retains a copy of the data.
4. If a check is NSF or stop payment, does the HPOA charge a late fee in addition to any bank fees?
5. For unpaid assessments, is the late fee assessed each year? The Board's recollection is that the late fee should be charged annually.
6. The Board agreed unanimously to allow the administrator an annual budget for postage, office supplies, etc., not to exceed \$500.

Lloyd reported that we are missing mailbox key(s) and also seem to be missing storage unit keys. He will contact Mr. Burk and see if the keys can be located. Otherwise, we'll have to pay to have the mailbox re-keyed, and buy new locks for the storage unit.

Ernst raised the question as to whether the Administrator should access and manage the hpoaboard@hotmail.com account. After discussion, the Board will continue to manage the email account and forward info to the Administrator as required. The Secretary will have this responsibility.

Annual Meeting:

The Board drafted a postcard to solicit nominations for the 2 positions which will open in March. We agreed to solicit statements, not to exceed 150 words. Greg will prepare the postcard and send out a draft for review. Ernst will take the pdf to printing. Jennifer will pick it up and work with Lloyd to label/stamp and mail by 1/28.

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Notification of the Annual meeting with ballots for the open positions needs to be prepared.

For the Annual meeting, various materials need to be prepared:

1. 2007 financial report
2. 2008 proposed budget
3. president's letter on the state of the HPOA
4. 2007 annual meeting minutes to be presented and approved
5. update by-laws with 2006 changes incorporated
6. confirm meeting location
7. sign-in sheet with contact list
8. beverages
9. main course

Other Business:

Lloyd reported that the owner of a lot in division 3/39 was concerned that the neighbor's addition had encroached on his property. The Board will respond that surveys are the responsibility of the owners.

Lloyd presented receipts for \$618.64 for the Covenants mailing and ballots. Board accepted the receipts and agreed to reimburse.

Lloyd entertained a motion to adjourn and the meeting was adjourned at 20:42 hours.

Respectfully Submitted:

Greg Woodman HPOA Secretary