

Meeting Minutes Report

Meeting Purpose	Monthly Trustees Meeting	Date	7/22/2008, 19:00 – 22:30 EST
Meeting Attendees	J.D Barlow – HOA President Raveesh Dewan – HOA VP Andrew Lynch – HOA VP Marty Luxeder – HOA Treasurer Neil Wheeler – HOA Secretary Len Fisher - Homeowner	Location	Marty's House

Meeting Minutes:

1. JD called the meeting to order.
2. We reviewed the minutes from the last Trustees meeting. There were no questions or additions. The minutes were accepted.
3. We reviewed the minute from the last General Meeting. There were no questions or additions. The minutes were accepted.
4. The Trustees recognized Len Fisher for his past service and presented him with a plaque.
5. We discussed the Treasurers Report. There are 20 properties in collections from 2006, 2007, and 2008 for \$6,925 in past due status. We are ahead of budget and have approximately \$50,000 in the savings account for budgeted 2008 expenditure. The Treasurer's report was accepted.
6. We discussed Committee Updates.
JD gave a report from the Architecture Review Committee.
 - o There were two approvals this past month.
 - o The committee is following up on some questions about the status of application approvals on two recent home improvements.

Marty gave an update on the Budget Committee.

- o We discussed that September be the time for starting the budget process.

Neil gave a report from the Maintenance and Landscape Committee.

- o The sprinklers at the South Entrance were installed, and are now operational.
- o The sprinklers at the North Entrance were turned on and inspected. A leak was repaired, and several heads that were watering the old model homes were shut off. There are 16 zones set up that watered the entire northeast frontage of the subdivision. Only the zones that water the north entrance and the beds around it are now active.
- o The Backflow test for the North entrance sprinklers was completed. This cost \$63. The plumbing company has offered a discount for a 5-year contract. Neil will follow up with them to include both entrances.
- o Neil gave JD an overview of operating the sprinklers and the spare key to the South Entrance box.
- o The crab apple trees at the South entrance were trimmed so the main sign is more visible from the north.
- o The two replacement trees on the Gregor property were planted.
- o Two dead trees on Pond 2 were cut down.
- o Two lights were replaced at the South Entrance and high flowers that were blocking the light were cut down to help with lighting. Not everything was cut down, as I felt the flowers were more important than completely lighting the sign. The only alternative is to relocate the lights, which is not budgeted.
- o Mowing and weed control continued. There were a number of complaints about clover. Ohio Estate Lawncare was contacted and spraying was completed.
- o The mulching of the school cut-through was completed.
- o The large limbs that fell at the South Entrance were cut up and hauled away.
- o Flowers for the entrances were approved for purchase and planted. The rabbits ate most of the South Entrance flowers, so Ohio Estate Lawncare replanted flowers (at additional cost) that are not so appetizing to the wildlife.
- o The front sign painting is continuing. The plan is to be done by end of summer.
- o Neil met with The Lake Doctors to review the ponds and get their opinions and pricing for pond maintenance.
- o Neil is working on a pond specification document that is similar to the lawn care specifications. This will be used to evaluate pond maintenance performance and set expectations with the vendor and homeowners.

Andrew gave a report from the Insurance/Legal Committee.

- o The inclusion of the lot numbers into the policy is currently underway.

- The private property signs were ordered and we will schedule a time for installation.

JD gave a report from the Communications Committee.

- The newsletter was produced and distributed last weekend.
- The new website software has been installed. The new website will feature a secure area for homeowners, which will include an online directory. We discussed the next steps. The relevant information from the current website needs to be imported before it is turned on for use by the HOA. JD and Raveesh will work on getting the new website ready for launch. The lot number will be the user ID and we will set up one user ID for each home. We discussed concerns about making it simple and easy to use. The Trustees will review the ease of use before it is turned over to the HOA. We will also ask a few homeowners to be a test group.

Raveesh gave an update on Community Service.

- Raveesh is still working on what type of community service activities we should do. There was discussion on several ideas for Raveesh to follow-up

Raveesh gave an update on Fund Raising/Member Benefits.

- The golf outing will have a raffle to raise some funds for a yet undetermined charity.

Raveesh gave an update on New Member/Welcoming.

- We discussed the budget for a new member package. The fee we charge new homeowners should cover the new member package.
- We discussed a gift basket and how to fill it.

JD gave a report from the Recreation/Social Committee.

- We still do not have a replacement for Shannon

Neil gave a report on the Pond Committee.

- We are still looking for members. There are no takers to date.
- Len Fisher volunteered to be on the committee.

Andrew gave a report on the Property Use and Upkeep Committee.

- The committee is evaluating the mailboxes in the subdivision. They are looking at model/type, stain/color and numbers. Each mailbox will be rated a 0, 1, 2, or 3 points (1 point for each violation type). They will sort the list and address the 3s first, the 2s second and the 1s last. A postcard will be sent to the homeowners indicating they need to come into compliance.
- The committee will document their process for notification of out of compliance.
- We discussed what the committee should do if the homeowners do not comply. The Trustees agreed that if the process is followed and the homeowner does not comply, it should be referred to the Trustees.

Raveesh gave a report from the Regulation Review and Elections Committee.

- Bob Mullen and Ken Hagen have volunteered to be on the committee.
- JD will send one last email asking for more volunteers before the committee starts.
- Raveesh is working on a survey for project prioritization.

7. We discussed the community picnic. It is this weekend. None of the Trustees had an exact number of who had paid. Andrew has been trying to get a hot air balloon ride, but has not been successful. There will be a Trustee table to get additional emails and directory information.
8. We discussed the phone directory. Diane will seek advertisers from the neighborhood. JD will reach out to Margarita for assistance.
9. We discussed an advertising rate proposal from JD. The Trustees approved the rates. JD will update the document and send it to the Trustees so they can begin contacting businesses for ads. JD will add the rates to the website.
10. We discussed a video that one of the homeowners produced that instructs children how to react to strange dogs. The Trustees agreed that we would post it on the website if we had permission from the homeowner.
11. The next Trustees meeting will be on September 4 at 7:00 at Neil's house.
12. The meeting was adjourned.

Issues / Action Items:

Issue/Action	Owner	Status	Comments
Explore options for the nine acres	Andrew	Completed	We will leave the nine acres as green space
Look at lights at the front entrance	Neil	Completed	Bulbs were replaced, limbs were trimmed, and flowers in the way of the lights were cut down.
South Sprinkler Installation	Neil	Completed	
Turn up and inspect North sprinklers	Neil	Completed	
Replace the trees that were cut down on the Gregor property	Neil	Completed	
Trim the Crab Apples at the South Entrance	Neil	Completed	
Choose flowers for the entrances	Neil	Completed	
Mulch the school cut-through	Neil	Completed	
Audit the 2007 books	Raveesh/ Marty	In Process	
Look into HOA software and provide a recommendation. Also a PC to run it.	Marty	In Process	
Determine 2008 directory and website ad rates	JD/Marty	In Process	
Contact Margarita about doing the 2008 directory	JD	In Process	
Develop a prototype for an online directory	Raveesh	In Process	
Contact Diane about getting ads for the directory	JD	In Process	
Develop a page for realtors and closing companies to get info about the HOA	JD	In Process	
Paint the entrance signs	Neil	In Process	Completion date is by end of summer
Create a homeowner committee for pond data gathering and recommendations	Neil	In Process	Help has been requested, but no volunteers
Summer Picnic Planning	Shannon/ Ann	In Process	
Create signs for the ponds	JD/Neil	In Process	
Review Deed Restrictions	Raveesh	In Process	JD and Andrew will speak with their committees to be on the Deed Restrictions Change Committee. This will be announced at the general meeting and be put in the newsletter.
Prepare a Pond Maintenance Specifications document	Neil	In Process	
Negotiate the 5-year contract for back-flow testing	Neil	In Process	

Meeting Minutes Report

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Add the advertising rates to the website	JD	In Process	
Street post plumb and dirt remediation	Neil	Not started	Posts need straightening <ul style="list-style-type: none"> ○ Alum Village and Cheyenne Creek ○ Sotherby Crossing and Weatherby ○ Sotherby Crossing and Kormsby ○ Sotherby Crossing and Sotherby Crossing and Cheyenne Creek ○ Alum Village and Parklawn ○ Parklawn and Morningside (near Melrose)
Organize drawing for email addresses	Raveesh	Not Started	
Send survey asking homeowner interest in getting group rates on services	Raveesh	Not Started	
Find companies willing to give discounts to the HOA	Raveesh	Not Started	
Send survey for homeowner interest in decorating the front entrances at Christmas and other ideas	Raveesh	Not Started	
Two fallen trees south of the south entrance need cut up and hauled away.	Neil	Not Started	Will be done if Neil gets assistance
Area that Green Shoes cleaned out last year (or year before) needs additional attention (in the green space south of the north entrance next to the Duffey property)	Neil	Not Started	Will be done if Neil gets assistance
Fish Stocking	Neil	Not Started	
Low branches along the north property tree line at pond one need trimmed back.	Neil	Not Started	Will be done if Neil gets assistance
Phase One Storm Sewer Maintenance	Neil	On Hold	Will bring this up in 2008.
Rental Home Guidelines	Scott Crow	On Hold	