

Roudebush Farms POA Board Meeting Minutes
November 6, 2011

Members in Attendance:

Emily Martin, Sara Carrington

- I. Treasurer's update
 - a. No treasurer's report this month, as Kevin is out of the country
 - b. Recommendation for an attorney from Kirkpatrick Management
 - i. Steve Buschman – attorney for Thrasher, Buschman & Voekel
 - ii. Also might be able to use them for collections
- II. Common Area Maintenance
 - a. Emily to check on pond area
 - b. Send out email about pond trash and yard maintenance
- III. General community comments/questions/concerns/suggestions
 - a. Halloween decorations stolen from one home on Cobia
 - b. No other complaints this month
- IV. Architectural Committee update
 - a. Sara to email Oliver for update
- V. Management Company
 - a. Dues Collection
 - i. Do covenants and restrictions have anything to say about collecting dues quarterly or twice a year?
 - ii. Will sit down with us to design our dues program
 - 1. Can pay by auto withdrawal, credit card, check
 - b. Financials
 - i. Will move account to Huntington Bank
 - ii. Property Manager provides a financial statement and a narrative of activity for the month, cancelled checks, etc
 - iii. Board can choose how our Finance report is broken down
 - iv. Kirkpatrick solicits bids for annual services
 - c. Communications
 - i. Can add them to our existing email account

- ii. Vic will send us a copy of the introductory letter that they send to residents
- d. All property managers have 5+ years property management experience
- e. Will have meeting with Vic and Chad to set things up – Tuesday, November 8 at 7
- f. Will send us a quote for installing the street lamp globe Hanson Place
- g. To get started they need 2010 Tax Return and Homeowners list
- h. Update architectural form
- i. Will winterize the sprinkler systems