

On 19 Nov 2014 between 7pm and 8:30pm an administrative meeting of the directors of the 2013/14 and 2014/15 executive boards was held.

The following people were present

- Richard Wanger
- David Ziller
- Bryan Willis
- Robert Thomas

Agenda items

1. Transfer of all documentation and materials
2. Determine what is necessary for transfer of Insurance, bank accounts, and anything else of that nature
3. Get contact information for scheduling the room at the fire department
4. Determine if it is required to schedule the budget approval meeting prior to the first of the year
5. Determination of positions

Minutes

Agenda Item 1

Richard Wanger provided a file box containing all of the documents related to the HOA and gave a brief explanation of the pertinent items. The organization and completeness of the documentation was extremely helpful and paved the way for a smooth transition. Thank you very much Richard!

Agenda Item 2

It was determined that transfer of the D&O insurance was not necessary because the policy covers by position and not by name.

In the prior year, transfer the bank accounts, required all of the members to be physically present at the bank at the same time. The members assume this same policy will apply this year.

At this point a discussion on the merits of selecting another bank came up. The primary argument for changing to a new bank is ease of conducting business electronically. The primary argument against changing to a new bank is changing the automated payments for the electricity, phone, and gate software support.

Next up was a discussion of a mailbox specifically for the executive board of the HOA. Currently, all correspondence between the HOA and external entities must go to an individual board member's house. A better long term solution is to either have a post office box for the HOA, or install a mailbox near the front gate for HOA use. If a physical address is required, the box should be associated with tract "A" of the preserve. P.O. boxes currently cost \$46.00 per year.

Agenda Item 3

Richard provided a point of contact for room scheduling at the fire department.

Agenda Item 4

It is desirable to have an approved budget prior to 1 January 2015. To that end, the merits of changing the previously proposed budget, and having a meeting to discuss and approve the budget changes were discussed. None of the board members felt there was a need to change the proposed budget or assessment for 2015. (See attachment for proposed budget and assessment.)

Since the proposed budget has already been presented to the majority of the members, the board feels that voting by registered mail is appropriate in lieu of having a meeting to discuss it.

Ballots will be mailed out by 1 December 2014 for approval or disapproval of the budget. Ballots must be returned by 15 December 2014. If the budget is disapproved, a meeting for discussion and approval will be scheduled on either the 29th or 30th of December.

Agenda Item 5

The board members determined that the duties should be shared equally to the extent possible. Since the bylaws specify that officers must be elected by the board, the officer roles are as follows

- President Robert Thomas
- Vice President David Ziller
- Secretary and Treasurer Bryan Willis

Additional Item 1

Richard pointed out that the covenants require the association to carry flood insurance. This will be an additional expense going forward. The board will obtain three quotes for flood insurance. A meeting will be called sometime during the first quarter of 2015 to either remove the requirement from the covenants or approve a one-time assessment to cover the cost of flood insurance in 2015.

Additional Item 2

Tract F is identified on the plat map as a parcel of land to the east of lot 19. Its ownership and relationship to the association need to be investigated.

Additional Item 3

It was unclear whether annual documentation required by the Secretary of State had been filed yet.

Additional Item 4

There is a \$400 disputed bill from the lawyer which must be addressed.

Action Items

David Ziller will ensure the annual documentation required by the Secretary of State is filed.

Robert Thomas will work with the post office to determine what is required to add an additional mail box near the gate.

Bryan Willis will provide a recommendation for a new bank

Robert Thomas will prepare and mail ballots for approval of the 2015 budget.

Proposed 2015 budget. The proposed assessment is unchanged from 2014.

10/25/2014		Proposed			2014
Expense	2014 Budget	2014 Actual	2015 Budget	Assessment	
Road Maint	\$ 5,000.00	\$ 5,000.00	\$ 4,000		480
Phone (gate)	\$ 600.00	\$ 534.32	\$ 600		
Snow Plowing	\$ 2,500.00	\$ 2,090.00	\$ 3,000		
Electricity (gate)	\$ 400.00	\$ 356.45	\$ 400		
Gate Maint	\$ 500.00	\$ 80.53	\$ 500		
Legal	\$ 500.00	\$ 2,023.92	\$ 2,000		
Acctg (tax return)	\$ 250.00	\$ 200.00	\$ 250		
Supplies	\$ 100.00	\$ -	\$ 100		
Mowing	\$ -	\$ 100.00	\$ 400		
Insurance	\$ 332.00	\$ 332.00	\$ 350		
Fence Maint	\$ 250.00	\$ -	\$ 250		
Other Fees	\$ 100.00	\$ 60.00	\$ 100		
	\$10,532.00	\$10,777.22	\$11,950.00	\$12,000.00	25 lots
Reserve	\$18,740.00				