

Mill Creek HOA
Meeting Minutes
Tuesday, August 12, 2014

The August meeting of the Mill Creek HOA Board was convened at 7:06 p.m. In attendance were Brian Lewis, Addeanne Calleigh , Janet Eden, Jim & Naomi Aitken

The Treasurer's report was emailed to all board members prior to the meeting. The Board accepted the report as presented.

Architectural Review Committee [ARC] –

- 1238 Timberbranch – HardiePlank® siding approved
- 99 Mill Creek Court – replace shingles and siding same colors approved
Discussion - Homeowners may paint their house approved colors. No approval is needed if repainting the same approved color. If house has been painted a non-approved color, when it is repainted it then must be painted in approved colors.
[emphasize covenants]

Homeowners' issues/comments/concerns

- Powerwash questions – if needed prior to painting and done by knowledgeable party. Caution it can damage the cedar if done incorrectly.
- 155 Mill Creek – the pickup-trailer combo parked along the road for several weeks. It's clearly a commercial vehicle. Brian will contact homeowner
- 1324 Gristmill Dr – A black Volvo with out of date registration has been parked in the gravel area above the house for a long time. (The covenants say that all vehicles parked must have current registration.) Brian to follow up.

Old/ongoing business:

- Lawyer services – Our lawyer had quoted \$350 flat rate for services related to collection case, and we received a bill for \$852 from lawyers office. Sharon explained the nature of that flat fee vs. the cost for research and other costs providing assurance this is reasonable. Although we pay initial fees, when the case is settled the fees are returned to the HOA. Warrant in debt has been filed. August 14th is date to set trial date. Homeowner wants to sell property, and will not be able to close until this is settled. Brian will notify realtor of the status

We are waiting for attorney review of our plans relative to complaints, appeals, changes to bylaws, board role description, as well as changes to the quorum and annual meeting date.

New business

- Homeowners Meeting in October –

Schedule to coincide with the October Board Meeting – 10/14. A Town Hall meeting to get homeowner input on issues/priorities. We will announce through the e-news and will need to mail out to homeowners. Some of the information we want to share with home owners such as taking action when homeowners do not pay their dues, changing the date of the annual meeting, and voting.

One area of discussion may be “Signs in yards”. For example: realtor signs. What is important? Acceptable vs. not acceptable. Do homeowners care about signs in the yards?

The Board agrees this is important to communicate with the homeowners face-to-face, as well to seek their input. Can also use to recruit new committee members.

Draft Agenda for Member’s meeting

- i. Clarify rules
 1. Requirements due to county and state laws – must be enforced
 2. Bylaws and covenants
- ii. Clarify actions –
 1. Reduce quorum
 2. Enforce bylaws, covenants - action taken with homeowners
 3. Enforce safety issues.
 4. Assure all homeowners are responsible
- iii. Establish bylaws revisions working group, discuss covenant options
- iv. Gather information from Homeowners –
 1. Review and make recommendations –
 2. How to handle major issues?
 3. FAQ?
 4. Communication policy?

Think about what prep is needed before the meeting

Gather the list – develop FAQ – on website; deliver to each home updates every 6 months. Be certain to have both on the website, and share via mail or delivery

- Motion by Janet – relative to dues – we will send 1 mailing notifying owners due by 1/31; if not paid a lien will be placed on the property. Motion was not seconded.

- Office Manager – Mill Creek South hired a part-time person who handles dues and collections activities; reviews the covenants when questions come up; handles some complaints, responds to questions; serves as a liaison with accountant. Having someone in this role reduces the workload of the Board. She also does Board meeting agenda and minutes.

The Board is interested in pursuing whether an Office Manager is feasible and cost effective for our HOA. We need to learn: how much money; employment status; independent contractor agreement; bonding, background check, etc.

Brian will email Millcreek South relative to their arrangement with their staff and suggestions they have.

Next meeting Agenda – September

Discuss fines & Refine October meeting agenda

Meeting was adjourned at 8:10 p.m.