

## Millcreek Homeowners Association Board Meeting – 7/19/14 - Minutes

Brian Lewis, Jim Aitken, Janet Eden, Addeane Calleigh, Naomi Aitken

Meeting called to order at 10:02 a.m.

### I. Update Homeowners' Annual Dues –

Our focus is on how to manage the Board responsibility to uphold the bylaws and covenants. Up to now homeowners have not had to pay fines or fees, however we now have a legally elected board, an accountant and are using the attorney to help us to do the work of the board. We originally had 9 late payers, and down to 2 following attorney letters. Discussion of whether to take immediate action in view of delinquent homeowners failure to communicate with HOA and/or make payment arrangements. Agreed it is important to be consistent in our delinquency actions. We will write policy, and timeline for home owners payments.

Discussed communicating clearly with homeowners that from now into the future they will get a notice of the due date, and a warrant in debt will be filed 90 days after due date.

### II. Next Action

Our Big 3 issues are mailboxes, parking and trees. Various other matters relative to paint or lack thereof, trashcans, and other clutter in yards. Discussion of what do we tackle 1<sup>st</sup>. There are many bylaws/covenants that need review and modification, and we need to have clearer plan for the next 6 months. All Board members agreed this would be helpful to do.

Brian Lewis reported attending the 7/16 Board meeting at Millcreek South. They have bi-monthly meetings that last for 2 hours. They appear to have well established guidelines, and they have embraced the need to regularly review and update their covenants and bylaws. He continues to review materials and practices from other HOAs.

### III. New Business

**A. Complaint form** – draft form was provided by Brian Lewis and the Board reviewed and discussed. The Board agreed that it is important to maintain documentation of concerns voiced by neighbors, and the resultant actions. The Board reviewed and approved the form with the addition of instructions. Brian Lewis will share the finalized form with our lawyer.

We also discussed the need to respond in a timely matter to each complaint. We discussed 30 days as a reasonable time.

#### **B. Notification -**

- a. **1<sup>st</sup> notice of violation to homeowner** – board reviewed and approved
- b. **2<sup>nd</sup> – notice** – duty to assure notification; compliance required within 30 days; failure to comply will result in action. Board reviewed and approved the 2<sup>nd</sup> notice letter.

#### **C. Enforcement of Bylaws and covenants**

Board discussed what is our threshold of compliance? There are many items including mailboxes, fences, parking, signs, lawn mowers, toys, cars/truck/trailers, etc. How do we manage all of this. Also how do we want to deal with what we are doing and how we are doing, in terms of keeping all homeowners informed. We agreed that we want to be transparent in our actions. Information online, in communications, and open meetings needs to be clear about what we are doing. The Board operates under state law - homeowners sign the Declaration of Covenants and are obligated by law to abide by them.

We agreed to hold an Open meeting in October to report on the progress of the Board. We also would like to seek homeowner input to assure that the board represents the community. There is the potential to do web-based and/or paper surveys to assess concerns. The website isn't capturing all owners. Currently there are 170 subscribers [some are duplicates for the same home]; 78% open and read the news. Critical communications still need to be mailed out to all homeowners, although we might ask homeowners to 'opt-in' for future mail offerings, to reduce costs.

Mill Creek South hired an office manager who manages communication and other duties; need to gather more information about the potential for this type of service here in Phase One.

Meeting adjourned at 11:20 a.m.

Next meeting August 12 at 7:00 at 227 Flagstone Terrace