

Millcreek Homeowners Association

Board Meeting Minutes

March 18th, 2014

I. Convene Meeting

The meeting was officially convened at 7:37 p.m. Board members in attendance included: Brian Lewis, Jim Aitken, Addeane Calleigh, Naomi Aitken and Treasurer, Sharon Herbert.

II. Approval of December, January and February minutes

The minutes were reviewed. Jim Aitken made a motion to approve, second by Naomi Aitken and a vote approved the minutes

III. Homeowner's Concerns –

209 Alpin Court – review request to remove trees; Addeane is scheduling to visit homeowners.

Storm Resources – not planning to buy equipment rather to gather a list of resources from homeowners. The Board will ask Barbara Mann if she will continue to gather and disperse this information. If not the board will ask for a volunteer.

IV. Treasurer's report –

Accept report as provided.

Report from accountants shared. Agreed that we want to post basic information, but not all detail. HO can request.

Income tax not filed for over 8 years, we are unable to complete a thorough GAP compliant report. Accountants can do comprehensive report by the end of next year. Estimate ~\$1,500-1,800 to complete this review. Does not need to be done annually, but important to put our house in order. With the Accountants in place the controls is in place. Sharon and Jim have access, and have agreed that any checks over \$500 need to be signed by both. Will file all returns together, requesting an appeasement of penalty. Filed for an extension for filing 2013 taxes. Goal is to file current and past taxes by the end of the year

Savings account will be transitioning from a restitution account to a common grounds reserve. Restitution is being paid on a regular basis.

22 outstanding payments of annual dues. Accountants will be sending follow up letters to these individuals to include the finance charge. Further discussion relative to timing for applying further penalties, e.g. lien

In terms of increase of dues; will need to finalize no later than September.

Old Business

Grounds Contract – Addeane will contact Davis Lawn Service . We are fine with Addeane securing the renewal of the contract, as long as it is less than 10% increase. Potential of a multi-year contract.

Common Grounds Committee – Committee Report - Janet

Trail has been cleared by Brian and Jim. Jim will do a brief.

Establish committee membership. Asking Pam & Mark Lewisal

Addeane would like us to get ahead of the season to clear out some of the common property off Mill Creek Drive. She will ask Jerry to schedule to begin to work on the key areas.

Architectural Review Committee

Establish committee membership – Janet, Naomi, Sharon

New Business

Appointment of Officers –

Brian – Pres

Jim – VP

Naomi – sec

Sharon – Treasurer

Pam Riley – Planning

Brian moves that we develop an area Master Planning Committee – further discussion next month

Brian will email –

Board Calendar – Google – include meetings, deadlines

Party Planning – solicit activity by more homeowners; especially younger families; Rose Van Epp

Rules & Regulations – noise, pets and garbage – reference Cheri Lewis guidance

Policy & Procedure – how we want to direct current and future board

Establish bylaws revisions working group

Naomi move to meet the 2nd Tuesday of each month at 7:00 p.m.

Meeting adjourned at 8:41 p.m.

Other discussion –

Police Report

Social Events

Policy