

**Mill Creek Homeowners Association
Board Meeting Minutes
December 15, 2013**

I. Convene Meeting:

The meeting was officially convened at 6:00 PM. Board members in attendance included: Neal Grandy President and Co- Treasurer, Addeane Caelleigh, Sharon Herbert, Pam Riley, Brian Lewis, and Janet Eden. Absent: Maritza Saavedra.

II. Approval of November Minutes

The minutes were reviewed and adopted contingent on changes recommended by Neal Grandy.

III. Homeowners Issues/Concerns - none were discussed

IV. Treasurer's Report

- a. **Checking and Savings Account Balance** – the monthly statements were not reviewed
- b. **Other financial concerns** – Sharon presented information on the following items. Board members expressed their gratitude to Sharon's for her expertise and diligent work in improving the HOA's finances.
 - i. **Fidelity Bond** – The State requires that HOAs carry bonding to protect homeowners from fraudulence. A fidelity bond is a form of insurance protection that would cover us for losses incurred as a result of fraudulent acts by board members or companies we contract with for services (for example an accounting firm). She recommends that we get bonding and in general everyone agreed that it is prudent to do so. She agreed to look into what the costs for bonding would be and to report back and include it in a 2014 budget.
 - ii. **Meeting with Wills and Associates, PC** – She met with the firm to find out the cost of financial services that would include monthly bookkeeping and financial statements. They will be forwarding a formal proposal to the Board in the next few weeks but it is anticipated to be about \$200 a month.
 - iii. **Issuing 1099 forms to vendors** – Sharon explained that we are required to issue 1099 forms to vendors that provide us with \$600 or more in services during the year and to declare these expenses to the IRS on our tax return. The Board has not been doing this in recent years and we should send these to 2013 vendors as well as require vendors in the future to fill out the 1099 before we make any payments to them. The Board agreed with her recommendations.
 - iv. **Proposed operating budget for 2014** – Sharon spent a lot of time preparing a preliminary budget for 2014 (see attached). She recorded income and expenses for the last 3 years and projected slight increases in some area of expenses such as postage and delivery, printing, grounds and maintenance costs. She put in professional service line items for fidelity bonding, legal, tax and accounting services (for past amendments to filings and for next year), and for website

consulting. The beginning net assets for 2014 are \$52,498, Total Gross Income is \$21,828, and the Ending Net Assets are \$54,156.

V. Ongoing/Old Business

- a. **Web site redesign:** Brian reported that Deborah Weiss from DRW Design has done a really good job with the redesign and that the new website should be up and running in the next two weeks. Interested homeowners can sign up at the website to receive automatic web updates that will be sent to their email. Everyone is excited about the great improvement and all thanked Brian for his hard work getting the new website designed and in place.
- b. **Legal Opinion Letter** – Pam reported that we still had not received the opinion letter from Cheri Lewis yet and that she would call her again to find out the status. Ms. Lewis has been contracted to do a limited review of our bylaws and covenants.
- c. **Proposed Convenience Center** – The December 12th Board meeting that Supervisor Jane Dittmar was planning to attend to talk about the “Convenience Center” was rescheduled to December 19th due to snow and the closure of the Monticello High School. The Board decided to notify residents about the proposed “mini-dump” and has mailed all homeowners a flyer inviting them to the Dec 19th, 7:30 to 9:00 PM public meeting and the January 8th, 6:0 PM Public Hearing to be held at Lane Auditorium in the County Office Bldg on McIntire Road. The agenda for the meeting includes a 20 minute presentation by Mark Graham, the Director of Albemarle County Community Development Department, a public comment and discussion period with the Scottsville Supervisor Jane Dittmar and Planning Commissioner Rick Randolph.
Newsletter – Addeane reported that the draft was prepared and requested Board members give her edits or additions ASAP. Distribution is planned for the second week in January and articles will include: Upgraded website, Convenience Center update, and 2014 Annual Homeowners Meeting Announcement. Everyone thanked Addeane for her hard work on the newsletter.

VI. Common Grounds

- a. **Clean up of common grounds – ?**
- b. **Maintaining sidewalk along Mill Creek - ?**

VI. Architectural Review Committee – no issues discussed

IX. New Business

- a. **Dues for 2014** – Discussion tabled until next month.
- b. **Slate of Candidates for 2014 Board** - At the next meeting, the Board will discuss the Annual Meeting and the development of a slate of candidates for the Board election.

c. Annual Meeting, January 15th, 2014 – A mailing will be sent

X. Date for January Board Meeting

Next Board meeting will be **Tuesday, January 7th at 7:30 PM in the Glass Room** (next to the library downstairs) in the Monticello High School. Note this is the 1st Tuesday not the 2nd.

Adjournment – The meeting adjourned at 8:40 PM.