

Mill Creek HOA

Board Meeting Minutes

Tuesday, December 12, 2017
Monticello Fire & Rescue

Attendees: Rob Finley, David Golladay, Ben Whitmer, Leigh Wion, Naomi Aitken, Nancy Meserve, Brian Lewis, and Carmen Trimble

- I. General
 - A. The meeting was convened at 7:00 PM by David Golladay, President.
 - B. The November board meeting minutes were reviewed and approved.
 - C. The next meeting will be January 16th, 7 PM, location to be determined.

- II. Treasurer's Report
 - A. Ben Whitmer, Treasurer, presented the Treasurer's report, and it was approved.
 - B. The 2018 Budget was approved with no increase in annual dues.

- III. 2018 Board Election
 - A. Nancy Meserve and Brian were officially voted in as Election Committee members.
 - B. Current Board members Ben Whitmer, Rob Finley, and Leigh Wion would all like to stay on the Board for another year. Glen Michael has expressed an interest in running. A formal call for additional volunteers will be included with the 2018 Dues Invoices in January. Five directors are needed for a full Board.
 - C. The Election Committee will seek out folks to serve as proxy holders.
 - D. Carmen Trimble will follow up with Monticello High School to confirm the meeting room reservation for the Annual Meeting.

- IV. Common Grounds
 - A. The Board will investigate the purchase of "No Trespassing" or "Private Property" signs to post in the common areas.
 - B. The Invisible Fence has not been removed from 150 Mill Creek Drive. The homeowner has until 12/31/17 David Golladay will contact Invisible Fencing regarding options for removing the fence at 50 Mill Creek Drive from Mill Creek common ground.
 - C. David Golladay added another 30 bags of mulch around the Mill Creek entrance sign.
 - D. Leigh Wion will prepare a list of common area maintenance issues to discuss with the lawn care contractor.

- V. ARC
 - A. Renovations are almost complete 1318 Gristmill Dr. The ARC will review the door color to make ensure it is an approved color.

- B. Carmen Trimble will forward all correspondence relating to 87 Mill Creek Ct. to Leigh Wion for review. This information will be used to engage our attorney to contact the homeowner regarding the removal of the vinyl siding.
- C. Leigh Wion has a small amount of mailbox paint remaining.

VI. Other

- A. Carmen Trimble will seek the assistance of Debra Weiss in adding the Board meeting information to the homepage, archiving old news feeds, and adjusting the drop-down lists for the minutes and newsletters.
- B. The new workflow process was discussed. Action items will be entered into a spreadsheet so progress can be tracked. This will help streamline actions and clarify the status of all actions. This information will be accessible to all Board members via the HOA gmail account. Standardized initial responses will be developed for common actions (responding to HDP requests, acknowledgement of receipt of ARC documents, responding to complaints, etc.). Carmen Trimble will check the email regularly and forward information to Board members as appropriate for additional follow-up. Ben Whitmer and Leigh Wion will develop a Covenant violation letter.

VII. The meeting was adjourned at 8:16 PM.