

Mill Creek HOA  
Board Meeting Minutes  
Tuesday, 11 February 2014

**I. Convene meeting**

Brian Lewis convened the meeting at 7:33 p.m. Board members present included Addeane Caelleigh, Jim Aitken, Naomi Aitken, and Janet Eden.

Elections Committee members: Susan Patrick

Guests: Neal Grandy ; Miles Weiss, Matt Hancock, Nancy Meserve

During the meeting we will be discussing the election, proxy vote, and the role of the Board to enforce the covenants.

**II. Approval of January Board minutes** –no minutes available

**III. Homeowners' issues/comments/concerns**

No pending issues

**IV. Treasurer's report -**

- a. The report was emailed to Board members by Sharon Herbert.
- b. The checking account balance is \$50,350
- c. Status of Wills & Associates contract – initiated service February 1<sup>st</sup>. They will manage the collection of dues, and follow up with those who have not paid. Thusfar 110 homeowners have paid their dues. All dues for last year have been collected.
- d. Brian Lewis made the motion to transition the Treasurer's Report and related discussions to email, with initialing of hard copy reports at Board meetings. Second by Addeane Calleigh. The Board approved the motion.
- e. Sharon Herbert and Jim Aitken have completed the transfer of banking responsibilities from Neal Grandy and Brian Lewis.
- f. Sharon Herbert will work with Neil Weiss to assure accurate accounting of the provision and payment for HOA packets. Neil agrees to continue to be responsible for this.

**V. Old/ongoing business:**

- a. Bryan Lewis made a motion to transition the Website reports to an email format. Jim Aitken seconded the motion. Bryan will report on the activities of the website via email to the board prior to the monthly Board meeting. The Board approved the motion.
- b. Addeane Calleigh made a motion to transition from a printed quarterly newsletter to website newsfeeds, and quarterly mailed newsfeed compendium to homeowners who opt in for postal delivery. Janet Eden seconded. This action will result in reduced expenditures for the newsletter. This motion was approved by the Board.
- c. The continuation of the Annual meeting is scheduled for Wednesday, March 12<sup>th</sup>. We will hold the meeting in the Forum at Monticello High School. The election of the Board

nominees will take place at this meeting. The election committee will hold the election and report out the results to the homeowners.

**VI. Common Grounds Committee (CGC)**

Bryan Lewis moves that we transition the reports of this committee to be emailed to Board members, then the Board makes a decision based upon the recommendations of the Committee at the Board meeting. Jim Aitken seconded the. Board approves.  
The composition of the committees will be decided later.

**VII. Architectural Review Committee (ARC)**

Bryan Lewis moves that we transition the reports of this committee to be emailed to Board members, then the Board makes a decision based upon the recommendations of the Committee at the Board meeting. Jim Aitken seconded the. Board approves.  
The composition of the committees will be decided later.

**VIII. New business**

- a. **Election Committee** – we currently have 5 nominees for the Board. We need to have the Elections Committee take charge of the election, with the nominees stepping back from the process. Currently the Election Committee includes: Sue Voreis, Nancy Meserve & Bruce Wagner. A draft of committee roles and responsibilities was provided to the board. The Board directs the Election Committee to work with the attorney in reviewing both the proxy and committee roles and responsibilities. The Board supports the addition of language to allow for absentee ballots.

The election committee has asked for the updated list of homeowners and a list of Proxy votes. Bryan Lewis indicated he has a spread sheet that he will provide to committee members for their use.

Janet Eden made a motion to establish the election committee, support their selection of chair, and to provide reasonable support to allow them to proceed with the election. Bryan Lewis seconded the motion. The Board approved.

What is the number of votes needed for the election- 108 homeowners must vote. A simple majority is required for election. Therefore no less than 55 of 108 votes is needed to elect each Board member. Each individual must be elected separately.

**IX. Set date for April Board meeting**

A motion was made to postpone March 11<sup>th</sup> Board meeting to March 18<sup>th</sup> by Bryan Lewis, and seconded by Janet Eden. The Board asks the members of the various committees to meet prior to the 18th, and to provide reports to the board via email no later than March 15th.

A motion to alter the meeting schedule of to bi-monthly one-hour meetings is postponed to the March 18<sup>th</sup> meeting.

**X. Adjournment**

Janet Eden made a motion to adjourn. Bryan Lewis offered the second. Board approved.