

# Mill Creek HOA

## Board Meeting Minutes

Thursday, February 11, 2016

Attendees: Naomi Aitken, Jim Aitken, Brian Lewis, Robert Finley, Leigh Wion, Tish Jennings, Andre LaVelle, Ben Whitmer, and Carmen Trimble

- I. The meeting was convened at 7:03 PM.
- II. Minutes for January 2016 were approved.
- III. Treasurer's report
  - A. Jim Aitken presented the bank statement and it was approved.
  - B. The 2015 taxes have been filed.
- IV. Committee reports
  - A. Architectural Review Committee

A request by 1366 Gristmill to take down a Bradford Pear tree was approved.
  - B. Common Grounds Committee

A few downed trees in the common areas will need to be removed this spring. B.G. Mayo will perform this work.
  - C. Election Committee
    - a. Brian Lewis and Nancy Meserve are co-chairs of the election committee.
    - b. They will be collecting bios of the prospective board members.
    - c. Proxy forms will be prepared for distribution in March.
- V. Homeowners' issues/comments/concerns: None to report.
- VI. Old/ongoing business
  - A. Webmaster

Debra Weiss made several updates to the HOA website, including the addition of a Crime Mapping application link.
  - B. Status of dues payments

Payment for 2016 dues has been received from all but 36 properties; three properties have past due open balances from 2015. Delinquent notices will be sent out.
  - C. Office manager

Brian Lewis will order additional envelopes so there will be enough for the mailings of the proxy forms and the annual meeting announcement.

VII. New business

A. Snowstorm follow-up

There were a few minor issues with cars impeding snow removal, but there were no major problems, considering the amount of snow that fell.

B. Board transition procedures and documents.

Carmen Trimble is continuing work creating a handbook for future boards to ensure a smooth transition.

C. Annual meeting preparation.

a. The 2016 Annual Meeting will be held Wednesday, April 20<sup>th</sup>.

b. A meeting room reservation at Monticello High School has been requested but has not been approved yet.

c. The option of providing refreshments will be explored.

VIII. Next Board Meeting: March 15<sup>th</sup> at 7:00 PM at Monticello High School.

IX. The meeting was adjourned at 8:04 PM.