

## MILL CREEK HOA MINUTES – 8/22/17

**Present:** David Golloday  
Rob Finley  
Nancy Costanza  
Ben Whitmer  
Leigh Wion  
Naomi Aitken  
John Costanza  
Carmen Trimble, Office Manager

1. General – Meeting called to order at 7:01 pm
  - a. Approval of minutes – Rob, seconded by Nancy
  - b. Next meeting - moved to September 20 at 6:00 pm. First choice is convening at the Monticello Fire Station. Second choice is Monticello High School. The October 17 meeting is at MHS.
2. Common Grounds
  - a. 150 Mill Creek Drive - The invisible fence has not been moved off common area as requested. David will send a second letter by certified mail to request resolution of this issue.
  - b. Biscuit Run bridges/stepping stones. – Continued discussion by the Board to determine if these are constructed on Mill Creek Common Area. David to draft an e-mail for Carmen to send to all homeowners.
  - c. Planting at Entrance - Snow's will be returning in the Fall to replace the previous plantings that did not survive. Nancy to follow up.
3. ARC
  - a. Solar panel Guidelines - The Board requested that the adopted guidelines be posted on the website.
  - b. 1298 Timberbranch fence proposal– Architectural Review Committee reached consensus to grant approval of the split rail fence to extend to 15' of the asphalt. The Board approved the ARC recommendation.
  - c. 1318 Gristmill Drive - FFC Properties LLC has purchased the property at Sheriff Sale. The Board will need to address the covenant violation –re: vinyl porch siding.
  - d. Mailboxes status – 35 homeowners requested mailbox paint from the HOA Board volunteers. In a second review, there are only approximately 36 homeowners still needing to address mainly re-painting. A second request will be sent to those addresses still needing to paint their mailbox with an added request of the homeowner for permission to contact the property manager if the property is a rental.

- e. 87 Mill Creek Ct. A certified letter will be drafted to notify that the failure to act to the HOA requests for updates has forced us to legal action. The letter include that the homeowner will be responsible for the attorney's fee per the covenants.
  - f. 1321 Timberbranch Ct. tree removal approved.
4. Treasurer's report
- a. Review accounting process – Ben Whitmer and Carmen Trimble reviewed accounts receivable, accounts payable, and the preparation of the financial reports. To minimize our costs, tasks are grouped together as much as possible before presenting to Wills & Associates.
  - b. Year to Date Budget Performance – The HOA budget is performing close to where we were a year ago. The HOA is still collecting restitution monthly from the past embezzlement.
  - c. Administration expenses – The explanation of these expenses was discussed with the accounting process.
5. Need for a Real Estate Attorney consultation – The Board discussed the need for engaging the assistance of an attorney with HOA experience. We will research the hourly rates for initial engagement. The covenants include information on the responsibility for HOA attorney fees.
6. Speeding issues
- a. Signs – As school will be opening soon, we can utilize our signs to request drivers slow down.
  - b. Speed devices – Nancy Costanzo and Leigh Wion to discuss and determine where the Albemarle County Police Department Traffic Division should place their speed devices.
7. Office Manager:
- a. The Board discussed whether or not our costs are being covered when Disclosure Packets are requested. Our fee has not been adjusted for a long period of time. A motion was made by David Golloday and seconded by Nancy Costanza to adjust this fee to \$60. The motion passed unanimously. It was requested that Carmen Trimble update this information on the website
  - b. Cost savings ideas – This subject was discussed under the Treasurer's Report.
  - c. Inclusion of Mill Creek streets on website – Carmen Trimble reported the streets in Mill Creek are on the website under the "About" tab.

The meeting adjourned at 8:30 pm.