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Mill Creek HOA
Meeting Agenda
Tuesday, December 16, 2014
7:00 P.M. – Monticello High School

- Convene meeting @ 7:01 p.m. Addeane Calleigh, Brian Lewis, Jim Aitken, Naomi Aitken
- *Approval of October minutes*
- Treasurer's report
 - Report from Wills & Associates presented by Jim Aitken. VP Aitken also provided a year-to-date expenditure report and draft budget.
 - Review of the Notice of Annual Assessment – President Lewis will send the notice to Miles for mailing.
- Committee Reports
 - Election Committee -
President Lewis has made contact with last year's election committee. Nancy Meserve is in New York and has not made a firm commitment. Brian has started looking at creating a spread sheet, to record the payment of dues by homeowners, to assure that only those who have paid dues may vote. Voting can be done in many forms. Through the spread sheet it is anticipated that we can keep better track of the response by homeowners.
 - Architectural Review Committee [ARC]
 - 1333 Gristmill Drive – add a porch roof over front door.
Paperwork submitted and will be reviewed within 30 days
 - Common Grounds Committee [CGC]
Board Member Calleigh provided a report from Janet Eden that the home nearest to the Little Free Library have moved their brush into the common area. The Board agreed to notify the homeowner [recently moved into Mill Creek] that they are not to deposit their brush, and potentially block walkers. Secretary Aitken will notify the

homeowners.

- Web Master report –
 - President Lewis recently worked with the web designer to complete some updates to the website to allow us to add bios and pictures of current and future board members.
- Homeowners' issues/comments/concerns
none
- Old/ongoing business:
 - *Annual Dues Notice - reviewed & approved*
 - *Bylaws changes – review & approve*
 - *Secretary Aitken will send the bylaws to the board members for their review. Will review and only if any board member disagrees with one of the changes, we will approve the changes. If there is a disagreement we will meet face-to-face to review.*
 - Newsletter – what needed to complete?
 - President Lewis gave Board Member Calleigh a printed draft of the newsletter to review. Focus on safety and summary of Town Hall Meeting. Board Member Calleigh will format and then return to President Lewis. The newsletter will be mailed separately from the dues notices. President Lewis will email the content for the newsletter to Board Member Calleigh.
 - Hiring HOA Office staff
 - Documents have been shared with Board members prior to this meeting. Board voted to hire Carmen Trimble as the office manager for Mill Creek HOA.
 - Status of replacement Treasurer – Brian will be webmaster and Treasurer for 2015
- New business
 - 2015 HOA Budget – draft presented by VP Aitken – discuss at January meeting
 - Setting fines/fees – language in newsletter

c. Replacement of vacant Board member

When a board member resigns from the board we amend the bylaws to include a provision allowing for a Temporary appointment until the next election.

- Next Board meeting January 20th at 7:00 p.m.
- Adjournment