

Mill Creek HOA
Board Meeting Minutes

Tuesday, January 20, 2015

Attendees: Naomi Aitken, Jim Aitken, Addeane Calleigh, Brian Lewis, Carmen Trimble

BL, NM
ASC
JH

- I. Meeting convened at 7:08 p.m.
- II. Minutes from September, November, and December 2014 meetings were reviewed and ~~initialed.~~ *Approved*
- III. Treasurer's report
Jim Aitken presented the bank statement. See below for a discussion of the budget
- IV. Committee Reports
 - A. Election Committee
No new candidates have been identified.
 - B. Architectural Review Committee [ARC]
A proposal by 1333 Gristmill Drive to construct an entryway awning and to remove a tree was approved.
 - C. Common Grounds Committee [CGC]
Brian Lewis will call B.G. Mayo about taking down a dead tree in the common area between 32 and 48 Mill Creek Drive. He will contact Fitch Electric about repairing the lights at the entrance sign.
- V. Homeowners' issues/comments/concerns: None reported
- VI. Old/ongoing business:
 - A. Income Taxes
Tax returns for the HOA are current.
 - B. Status of Homeowner dues payments
As of January 18th, dues payments for 2015 have been received from 111 properties. The initial notices were sent in December, 2014. If a third notice is sent, it will lay out consequences of a warrant in debt for non-payment of dues obligations. Naomi Aitken used data in the GIS records to correct addresses for properties whose dues notices were returned as undeliverable. At present, there is only one more property known to have incorrect address information. Carmen Trimble will follow up on this issue.
- VII. New business
 - A. Google ~~Labs~~ *Apps*
Brian Lewis initiated a discussion about migrating HOA communication and data storage to Google ~~Labs~~. As the board transitions from old members to new, the data

does not always follow smoothly. Google Labs will enable HOA information and communication to become centralized and maintained without regard to the specific individuals on the board. This also will allow for greater transparency and data history than when files are housed on private computer and communication is solely by private email. Capabilities will include email, data storage, contact administration, and a master calendar. The Board agreed to pursue this setup.

B. 2015 HOA Budget

Using the 2014 year end numbers, Jim Aitken created a budget for 2015 that is set up to break even. Minor adjustments were made. Funds were allocated for a new office manager, and the allocation for Wills and Associates was reduced, as the office manager will be taking over some of those responsibilities. Brian Lewis made a motion to create a budget line item of \$200 for Google Apps maintenance. The motion was seconded by Addeane Calleigh and passed. A motion to approve the adjusted budget was made by Brian Lewis and seconded by Naomi Aitken. The motion passed.

C. Setting fines/fees

There was discussion regarding whether or not to set fees for removing live trees without proper approval if a complaint is made. A \$500 fee per incident was considered. Trees greater than 3" in diameter cannot be removed unless approval is granted or proof that the tree is dead has been obtained. A motion was made by Brian Lewis to set an illegal tree removal fine of \$500 and to disseminate information about this fee via the HOA's usual established method of communication. Naomi Aitken seconded, and the motion unanimously passed. If a complaint regarding illegal tree removal is received, the situation will be checked by the board and a fine will be sent if warranted. Fines will be enforced by the usual means set up in the bylaws.

D. Website updates

Brian Lewis reported that Deborah Weiss had completed a few design changes to the website. A spot for board member biographies and photos was added. Brian will take the photos for the bios. Brian will be reviewing and updating the "Contractor Recommendations" page to ensure that the information presented is appropriate and current. An HOA history page will be added in the future.

E. Homeowner Disclosure Packets

It was agreed the responsibility for maintaining and disseminating disclosure packets should be given to the office manager. Brian Lewis will update the website to reflect this change. Carmen Trimble will review the requirements for Homeowner Disclosure packets as set forth by the State of Virginia and make recommendations for any updates, deletions, or additions. The fee for providing a packet will remain at \$55.

VIII. Next Board meeting March 10, 2015 at 7:00 pm.

IX. Adjournment @ 8:30 p.m.