

Mill Creek HOA

Board Meeting Minutes

Tuesday, March 17, 2015

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

- I. The meeting was convened at 7:07 PM.
- II. Minutes for the January 2015 meeting were reviewed and approved with minor edits.
- III. Treasurer's report
Jim Aitken presented the bank statement. See below for the status of dues payments.
- IV. Committee reports
 - A. Election committee

Brian Lewis will submit one last request for candidate nominations. A final copy of the Bylaws revisions will be available at the Annual Meeting for approval.
 - B. Architectural Review Committee
 1. 1372 Gristmill has unfinished siding repairs. Naomi Aitken will send a letter to the homeowner requesting that the work be brought up to standards within 30 days.
 2. 1327 Gristmill submitted a request for window replacements. The new windows will be white instead of beige. The request was approved as proposed.
 3. 1378 Gristmill submitted a request for tree removal. The trees in question are unhealthy and are contributing to moldy roof conditions. The request was approved as proposed.
 4. Trees in the backyard of 209 Alpine Court were cut without permission. Naomi Aitken will send the homeowner a letter reiterating the Covenant restrictions against cutting live trees larger than three inches in diameter without approval from the ARC.
 - C. Common Grounds Committee
 1. B.G. Mayo took down a dead tree in the common area between 32 and 48 Mill Creek Drive.
 2. Fitch Electric repaired the faulty lights at the entrance sign.
- V. Homeowners' issues/comments/concerns
 - A. The Board received a complaint from a homeowner about brush in the backyard of 1267 Timberbranch. There were concerns about critters taking up residence in the pile and becoming a nuisance to adjacent homes. Although

the general consensus is that yards should be kept tidy, there is no explicit prohibition against brush habitat for wildlife. Since there is no proof that animals residing in the brush pile are causing trouble, no action will be taken at this time by the Board. Future ARC approvals for yard and tree work will include a condition that debris be removed from the site upon conclusion of the work.

VI. Old/ongoing business

- A. Status of dues payments: 197 lots have paid in full; 17 have open balances. Collection efforts will continue.
- B. The Board discussed how to handle penalties for improper cutting of live trees. Under consideration is a fine of up to \$500 per tree or a requirement to replace the tree, depending on the circumstances. Discussion will continue on this matter.
- C. The complaint procedure was reviewed. Homeowners may submit a complaint via the complaint form found on the website. The Board will investigate. If deemed appropriate, a “dear neighbor” letter will be sent to the homeowner reminding him or her of the covenant requirements and asking that the defect be corrected. If no corrective action is taken, a more formal second notice of violation will be sent. Naomi Aitken will review our violation letter templates.
- D. The proposed revisions to the Bylaws were reviewed and will be presented at the annual meeting for approval.

VII. New business

- A. The Board approved the ordering of stamped envelopes imprinted with our return address and “Address Service Requested.” This should reduce the incidences of undeliverable mail to homeowners who have moved or changed mailing addresses. Also, in an effort to help ensure that mail is directed to the appropriate officer or committee, the board will update our addresses to include “To the attention of ARC, President, Dues, Complaint, etc.”
- B. Jim Aitken will finalize a Lawn Maintenance contract with Greg Davis of Davis Lawn Care.
- C. There is some concern that the mailbox paint color formula needs to be updated. The current color is demonstrating a tendency to fade to pink, which is definitely not the intended color. Addeane Calleigh will research the correct color.

VIII. Next Board Meeting: April 14th at 7:00 PM

- IX. The meeting was adjourned at 8:12 PM.