

Mill Creek HOA

Board Meeting Minutes

Thursday, January 7, 2016

Attendees: Naomi Aitken, Jim Aitken, Brian Lewis, David Golladay, Tish Jennings, Andre LaVelle, and Carmen Trimble

- I. The meeting was convened at 7:03 PM.
- II. Minutes for December 2015 were approved.
- III. Treasurer's report
 - A. Jim Aitken presented the bank statement and it was approved.
 - B. It was noted that the HOA is building a reserve for future sidewalk repair/replacement.
 - C. Carmen Trimble will coordinate with the accountant to ensure that the homeowner list is up to date.
- IV. Committee reports
 - A. Architectural Review Committee: Nothing to report.
 - B. Common Grounds Committee: Nothing to report.
 - C. Election Committee.
 1. Brian Lewis will chair the election committee; he will confirm whether Mary Meserve will be the co-chair.
 2. Nominations for the HOA board are being accepted. All current members of the board will be stepping down in April when their terms expire.
- V. Homeowners' issues/comments/concerns: None to report.
- VI. Old/ongoing business
 - A. Webmaster: Nothing to report.
 - B. Status of dues payments.

Dues notices for 2016 were sent out to all homeowners just before the first of the year. Payment has been received from 38 properties. Three properties have past due open balances.
 - C. The board reviewed the HOA emails to confirm that all had been addressed.
- VII. New business
 - A. Board transition procedures and documents.

Carmen Trimble is creating a handbook for future boards to ensure a smooth transition. Jim Aitken will procure bank signature cards.
 - B. Annual meeting preparation.

The 2016 Annual Meeting will be held Wednesday, April 20th. Notices will be sent out the week of March 21st.

C. Payment options for expenses such as Google Apps.

All expenses paid by the HOA require an invoice or sales receipt. Payments and reimbursements are made by a check that has been prepared by the accountant and signed by the treasurer. In order to reduce any opportunity for fraudulent transactions, the HOA does not have any credit or debit cards. Therefore, payments for expenses such as Google Apps will need to be made personally and reimbursed promptly by the HOA.

D. HOA business contact list.

Carmen Trimble is working to create this list.

E. Several prospective board members were in attendance at the meeting.

General HOA operating procedures and board responsibilities were discussed.

VIII. Next Board Meeting: February 11th at 7:00 PM at the Lewis residence at 1291 Timberbranch Ct.

IX. The meeting was adjourned at 8:28 PM.