

**Mill Creek Homeowners Association  
Board Meeting Minutes  
October 8, 2013 - DRAFT**

**I. Convene Meeting:**

The meeting was officially convened at 7:40 PM. Board members in attendance: Neal Grandy President and co-Treasurer, Sharon Herbert, Architectural Review Committee, Addeane Caelleigh, Newsletter Editor, Maritza Saavedra, Architectural Review Committee, Pam Riley, Common Grounds Committee, and Brian Lewis, Co-Treasurer. Absent: Janet Eden, Common Grounds Committee.

**II. Approval of September Minutes**

The Board tabled the review and adoption of the minutes until after the meeting. Board members agreed to review and send any changes to Pam via email, she will then circulate the minutes and they will be approved via email.

**III. Homeowners Issues/Concerns - No Activity**

**IV. Treasurer's Report – The Board circulated and initialed approval of the September bank statements.**

**a. Checking Account Balance – \$54,447.25**

**b. Restitution Savings Account - \$3,726.90**

This does not include a recent check of \$200. Board members questioned whether \$200 is the correct amount we are supposed to be receiving since the Association is due 20% of Kevin's net income. The Board asked Janet to contact the parole officer to see how his income is verified.

**c. Directors and Officers Liability Insurance –** The Board reviewed our policy which was up for renewal on September 18th. We have purchased the policy through Banker's Insurance but it is issued by Cincinnati Insurance. This year's premium was increased by \$327 and Neal has sent an inquiry to the company about the increase. The Board asked Neal to go ahead and pay the entire premium of \$1,587 (including the increase) but also asked him to pursue a rebate if that is possible to avoid an increase. Sharon said she has a contact at Banker's Insurance and that she would find out who our agent is and will inquire about the increase as well.

**d. 1099s –** Sharon asked if in the past we have been sending 1099 forms to certain vendors that we have paid \$600 or more for their services and that we are required to file 1099 forms. There was a brief discussion about this and Sharon agreed to research the 1099 filing requirements and report back to the Board.

**V. Ongoing/Old Business**

**a. Web site redesign:** Brian agreed to meet with Deborah from DRW Design to decide on changes to the website. He will then talk with Miles to let him know about the changes and to see if he will continue doing the updating/posting for the Association. Brian will work with Deborah to ensure that the updating will be a very simple process that Board members can also perform.

**b. Biscuit Run Trail Meeting Oct 16<sup>th</sup> -** It will be 6:30-7:30 at the Forum Room of the Monticello High School. Pam provided the following info: Board of Supervisor candidates and "Pettie" Craddock (current Supervisor) have all been invited; food must be kept in the back

of the room where the floor is tiled; we will have name tags and sign-up sheets attendees to join the HOA committees and the listserve.

**c. Tree Information for Homeowners** – No report, Janet was absent

**d. Mailboxes** – No activity.

**e. Legal Representation** – No activity.

## **VI. Common Grounds**

**a. 1348 Gristmill** – a request to remove 3 trees was received, Janet will contact and follow-up.

## **VI. Architectural Review Committee**

**a. 1291 Timberbranch**– a fence proposal, the Board discussed with the owner their concerns about the height and privacy aspects (especially given it is a corner lot). The owner will consider the feedback and will contact the Committee with a new proposal.

**b. 145 Spring Mountain Court** – a fence proposal, located behind the house, 3 ft tall, the Committee has no problem with the height but has asked for additional information about the materials.

**c. 1476 Graystone** – the entire bay window is painted red and is not in conformance with the covenants; Maritza will send them an email and a letter stating that the red color was not approved when the committee approved the house color for painting.

The Committee will be developing a list of homes that are in need of exterior painting and will send out notices to homeowners asking them to paint.

## **VIII. Newsletter -**

The fall edition was distributed and one error was noted: The annual Meeting date is wrong. A correction will be made on the website. The Annual Meeting date is:

**Wednesday, January 15<sup>th</sup>, 7 PM.**

Homeowners will also receive a notice in the mail about the meeting date with their annual dues notice.

## **IX. New Business**

**a. Public space for Board Meetings** – Brian will contact the County about securing a meeting room in the high school or the elementary school for future meetings.

**b.** At the next meeting, the Board will discuss the development of a slate of candidates for the Board election to be held at the Annual Meeting.

## **X. Date for November Board Meeting**

Next Board meeting will be Tuesday, November 12 at 7:30 PM, the site to be announced.

**Adjournment** – The meeting adjourned at 8:40 PM.