**Meeting Notification/Agenda**

DATE: MM/DD/YYYY

Location: Address

Time: 00:00 am/pm

Agenda Discussion:

* All attendees sign in
* All owners not on the board can sign up for time to discuss items during the meeting.

Secretary Report

* Read/Review approve

Treasure Report

* Balances
* Spending
* Payment arrangements
* Status of past dues
* Properties for sale/foreclosure
* Budget comparison update

Correspondence

These are phone calls, emails or conservations that were received by the board and occurred since the last meeting.

Old Business

* Review all the new business from last meeting
* Review all the old business that is still pending

New Business

* Discuss new items

Voting – These are the items that will be voted on during the next meeting. List the each voting topic in this section.

Open Forum – Refer to the sign in sheet for owners that wish to discuss HOA topics. The chair of the meeting the President will set a time allotment for each owner. If no one shows up it should still be stated that no open forum requests were made and motion to close.

Bill paying:

* Action items for spending – recap
* Pay current bills

Set next meeting – Best Practice 15 + 7 days between meetings.

Seasonal issues to consider for new business:

* Fall and Spring walk-a-rounds; these walk-a-rounds help identify building issues (1st and 3rd quarter)
* Evaluate if paint warranty needs to be activated – repainting and touch up.
* Contracts: Hills Lawn and Ground Care/EDS/LR Compton (3rd Quarter)
* Audit and tax return (1st and 2nd quarter; February)
* Snaking the drains (3rd Quarter)
* Insurance investigation – finding the write fit for the HOA (2nd-3rd Q)
* Corporate Report (July 3rd quarter)
* HOA registration – 1st Quarter
* 1099-Misc sent out (January 31 of current year)
* Mail tax return – April/May
* Tree trimming discussion– 2nd Q.
* Annual Meeting (August)
* Schedule meeting room for owners
* Sending out Proxy (July)
* Gutter Cleaning (bid before fall is over, schedule for when leaves are done)
* $5000.00 or more purchases – timeline
* Budget meeting October – November (3rd quarter)
* Dues evaluation (November newsletter)
* Reserve Study and Budget approved ready for approval December meeting
* File purging (7 years + current year on site, purge older documents)

What do bids need to be worthy or evaluation:

* They need to have insurance for general liability and workman compensation
* They need to have the scope of work outlined especially if specific building is impacted.
* They need to some kind of clean up policy
* They need to at least inform us of any warranties/guarantees
* They need to provide us with an Employee Identification Number (EIN) and a W-9

Visit Website to view policies and agenda and up-to-date information about the association.

[www.woodycreektownhome.com](http://www.woodycreektownhome.com)

At the end of the meeting who should receive what paperwork:

* Sign in list of who is attending
* Sign in sheet for owners that wish to talk
* All electronic correspondences need to be forwarded to secretary
* All electronic correspondences need to be forwarded to secretary
* All contracts need to be forward to secretary
* All insurance information need to be forwarded to the treasurer
* All audit information should get sent to treasurer
* All tax information should get sent to treasurer