



August 16, 2017

## HOA Board of Directors Meeting Minutes

### **Board Members:**

*Present:* David Charbeneau, Jerry Lester, Sheena Woolley, Kimberly Barger, Linda Charbeneau

*Quorum present?:* **Yes**

*Residents Present:* n/a

Attorney Present

***Meeting called to order*** at 5:45 pm by the President, David Charbeneau

### ***President's Report, by David Charbeneau:***

- Registered agent has been changed to our attorney to ensure all Mortgage Foreclosure notices are received promptly as there is a statute of limitation for response time.
- Adjustments made to budget to streamline items and show per house cost.
- Signed contract with Attorney for Violation software-6 month term.

### ***Budget:***

- Dues to increase to \$250 for 2018-**less than 10%**
- Collection software setup with Attorney-letters sent directly from Attorney-**including dues**
- New options for credit card payments online with new software
- We need to establish a reserve account
- Collections expense covers liens-will get back by Attorney from Homeowner
- 2018 Budget Approved by Board-no objection

### ***Ballot:***

- Ballots need to be modified-since we don't send out a "limited proxy" not voting for individual position or people. Individuals on the ballot are running for a "director of the board".
- Organizational Meeting held after the ballots counted to determine what position board members will take.
- May need to change term length to 3 year term for board members starting next year. (Attorney finding out if it can be changed with a Bi-law change)
- Proxy to be sent with ballot-gives the vote to proxy-not completed by current homeowner
- Only votes for homeowners-1 per property

### ***Vice President's Report-Jerry Lester***

### ***Secretary's Report, by Kim Barger:***

- All electronic recording of minutes will be deleted from device after printed and saved-confirmed with Attorney.

### ***Treasurer's Report, by Sheena Woolley:***

- Attorney will be checking the status of 1 pending estoppels fee.
- New account will be set up for Reserve Account for coming year.
- **All Funds will be rolled over to the next year**

### ***Director of Special Events Report, by Linda Charbeneau:***

*Residents:* n/a

***Meeting adjourned 6:30pm***

---