

# Meadowbrooke Homeowners' Association

## Board Meeting Minutes

Where: Wes Rammell's Residence

When: September 13, 2016

Time: 7:00 p.m.

### 1. Roll Call

- Present: Wes Rammell, Steve Lange, Stu Hillis, Amanda Staggs

### 2. Bills

- Discuss payables process – All BOD present agreed:
  - Usual bills and other bills not out of the ordinary will be paid when received and a summary presented at each meeting.
  - Amanda will contact Wes for approval of anything out of the ordinary (not a usual payable item or larger in dollar amount).
- Summary:
  - Bookkeeping – \$35.00 for bank statement reconciliation and working with board on financials for the annual meeting
  - Electrical – Auto pay out of bank account, July \$101.00, August \$98.00
  - Mowing -- \$475.00 for mowing/spraying
  - Jackola (Hillis/Nunn) -- \$220.08 x 2
  - Wes, Business registration & certified postage - \$20.00 + \$6.00. Receipt for \$5.00 chain turned in at meeting.

### 3. Old Business

- Raborn Reply -- Reply addressing request for information on ten bullet points sent back on September 2<sup>nd</sup>.
- Open Discussion at Annual Meeting:
  - Gates – Wes to put a chain/lock on gate in Block 2 off Gopher Lane. Will look at reattaching old gate at entrance to Block 2 off of Pleasant Valley Rd.
  - Meeting Minutes – All BOD present agreed: Meeting minutes will be drafted and sent to members of the Board for approval prior to posting. Minutes will be posted more timely rather than waiting for next meeting to review/approve.

### 4. New Business

- HOA Newsletter/BBQ invite (held 8/27/16)
  - BBQ a last minute gathering prior to weather getting cooler. Next year will plan ahead.
- Andi Wilkinson – Resignation 9/6/16
  - Andi sent email to Wes Rammell on 9/6/16 stating that she was giving her resignation from the Secretary position. “Due to unforeseen

circumstances” she did not feel that she could “be effective in this position”.

- Wes Rammell, Lynn Rammell, and Amanda Staggs have all tried to reach out to Andi without response.
- All BOD present agreed: Amanda Staggs will assume the Secretary position along with Treasurer.
- Amanda to note change in BOD on HOA website.
- Glacier Bank – Old Signers removed
  - On account – All BOD present agreed: Wes Rammell and Amanda Staggs
- Financial Audit
  - Yearly, Applicable?
    - All BOD present agreed: NO, utilizing a licensed bookkeeper. Would be needed if doing the books ourselves or using a volunteer. Audits are generally very expensive...up to \$1000.00.
- Lot sales – 2 more
  - 1257 Marion Hubbard Spur (previously McDaniel – sold to Ron Terry Construction, now being transferred to new owners)
  - 1149 Marion Hubbard Spur (previously Pease)
- Maintenance Needs
  - Mowing/Weed abatement update
    - Mowed 6/27, Sprayed 8/17ish, Mowed 8/26 – Paid for first mow/spray. Unsatisfied with the results. Expect better quality going forward. Wes will check with Wagar on what they used for weed spray as it didn’t seem to work very well. Wes may also follow up with county to see what is recommended for use.
    - HOA weed sprayer – Steve Lange states that it drips and the head may need to be cleaned. Wondering about the pump as well as there is little pressure. Steve already rewired switch as someone put a 120 on it.
  - Pond Aerator - When to turn off?
    - All BOD present agreed: It should be turned off anytime now that the weather is getting colder. Wes will shut the pump off.
  - All BOD present agreed: Wes to check on purchasing cold patch pavement and PVC, and proceed with fixing lights at the entrance to Block 2. Stu and Steve are happy to help.
  - Note: Reminder that BOD needs to obtain Certificates of Insurance/W-9’s from contractors.

- BOD will look into whether or not a member of the BOD can put in a bid to plow the subdivision.
  - Noncompliance with Bylaws/Covenants – brought to the attention of the BOD that there are areas of noncompliance with a lot owner. Recreational vehicles all visible from the street, house not compliant (square footage), weeds are out of control – no mowing, needs to be reminded of the need for a paved/concrete apron on driveway.
    - All BOD present agreed to following procedure:
      - 1<sup>st</sup> written letter asking for compliance in thirty (30) days
      - 2<sup>nd</sup> written letter asking for compliance in fifteen (15) days or fines will be assessed/lein filed.
      - 3<sup>rd</sup> written letter stating that fines will be assessed due to noncompliance/possible property lein.
    - 1<sup>st</sup> letter will be drafted. Wes will deliver with copy of Bylaws/Covenants.
5. Meeting Adjourned at 9:00 p.m.
- Next Meeting: 10/17/16 @ 7 p.m. – Wes Rammell Residence
  - Plan to hold meetings the first Monday on or after the 15<sup>th</sup> of each month.