



Minutes - Board of Director's Meeting

2 PM – Wednesday, April 11, 2018 ☼ LOCATION - 32462 River Island Lane

1. **Call to Order:** at 2:02pm by President Michael Mahoney. All board members present; Tributary editor Kathy Mahoney, Epicenter Management Rita. Welcome to new board member Jean Bailey.
2. **Review Minutes & Action Items:** from March 2018 Annual Meeting and February 2018 board meeting. Board Meeting Minutes and Action Items: Discussion on Phase III. It was determined that revised plans are needed. Joan moved to approve the Annual Meeting minutes and February minutes, Oma seconded. Minutes were approved and will be emailed to all members and send out with the Annual Meeting Packet. All action items were completed. Michael would like to see future action items be emailed to all board members the next day after the board meeting.
3. **Election of Corporate Officers by the board of directors:** All board of directors to remain the same. Joan to remain on as a corporate representative.
4. **Hearing – Home Owners**
 - a. **Tree Removal Request:** Mike shared with the board that the request was denied because the tree is healthy, and the resident only needs to trim the tree. No further action is needed since the resident has not reached out since the decision letter was send to them.
 - b. **Resident's outstanding HOA dues:** The resident has request to make two payments to settle the outstanding balance on the HOA dues. The board is ok with the request but with an understanding that the balance is current on June 1st. **Oma to contact LaLanne's for an updated statement and forward to Rita. Rita to send a letter to the resident.**
5. **Treasurers report**
 - a. **Account balances/financial discussion** – General Account \$57,877.91, WWTP Account \$23,384.46, Reserve Account \$353,151.15
 - b. **Budget Discussion:** Board discussed the accounts and the gate system upgrade invoices. Oma wants to make sure all invoices are coming out of the right account.
6. **Communications**
 - a. **Tributary:** Kathy Mahoney to add information about the gate upgrade and hours for gate remote pick up.
 - b. **Website:** No discussion
 - c. **Dropbox:** Kathy reminder the members that all notice and HOA information is being saved in the dropbox. **Rita to email Jean the dropbox access.**
7. **Committee Reports**
 - a. **Architectural committee**
 1. No discussion
 - b. **Landscape committee**
 1. Weed abatement: With all the ground leveling in Phase, weeds are starting to grow. **Mike will talk to Roberto to see if he is able spray.**
 - c. **Real estate group:**
 1. New Residents- There has been a lot of homes for sales and new tenants moving in. We need to make sure new residents understand this a new

private community and need to follow all rules and regulations set by the association. **Rita to revise the welcome letter and contact realtors to make sure new residents get the welcome packet.**

2. House for Sale: Several houses are for sale. Information needs to be update on the website.

3. Updating Real estate list: Since several houses are for sale, it's important we include the information on master list so we can keep track of all the changes.

Rita to update master lists as information comes in.

d. **Pool group**

1. **Pool Reopens:** Pool to open on May 1st.

e. **Social committee**

1. **May Social/Pool Open Events:** Pool gathering on May 6th. A planning committee is needed. Kathy M. to add information in the newsletter.

f. **Waste Water Treatment group**

1. **Invoices: Discussion-** Only on call out for the month of March and the water bill has decreased since the water pressure was been fixed.

8. **Old Business**

a. **New Gate Report Review:** Kathy S. shared with the board that there are some glitches in the program with the Main Gate. It still has some problem receiving the information. Kurt will continue to come out until the problem is resolved.

b. **Gate Code Access and personal contact information:** Kathy emphasize that everyone needs their codes. The new system has security features that allow us to control who has access to the community. Everyone including vendors should have their own gate code. This will be a good opportunity to make sure everyone has turned in the gate code access form.

c. **Dispersing for new gate remotes:** Rita will be responsible of collecting old remote and handing out the new ones. Residents will need to contact Rita to exchange their remote. There is limit 2 per household. First one is free (with an exchange of an old one) and the second will be \$40. It will be added to their monthly HOA invoice. Old remotes will be deactivated on June 1st. **Rita to set up hours, email residents, upload new remotes to system and keep remotes.**

8. **New Business**

a. **Road surface evaluation:** Joan will contact someone in Exeter to come out to evaluate the roads.

b. **Set next regular board meeting:** May 8, 2018

9. **Adjournment-** Joan moved to adjourn meeting; Kathy seconded. Meeting adjourned at 4:08 pm