

# Woods at Mill Valley Homeowners Association Meeting of the Board of Trustees

MINUTES

JULY 4, 2007

10:00AM

1893 CHIPROCK DRIVE

<b>MEETING CALLED BY</b>	Steve Smith, President
<b>TYPE OF MEETING</b>	Meeting of the Board of Trustees
<b>FACILITATOR</b>	Board of Trustees
<b>NOTE TAKER</b>	Kelli Smith, Secretary
<b>TIMEKEEPER</b>	None
<b>ATTENDEES</b>	Steve Smith, Debbie Richmond, Todd Lewis, Kelli Smith

## Agenda topics

### FOLLOW UP ITEMS

<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>Steve Smith called a meeting to follow-up on items from the previous board meeting. The first item involved changing the Association Contact Agent from Jeri O’Kane to Debbie Richmond.</li> <li>Steve Smith asked where we are in the acquisition of lot 3248</li> <li>The front fountain, entrance lights and 9 out of 11 sprinkler zones are not functioning due to cut/chewed wires.</li> </ol>	
<b>CONCLUSIONS</b>	<ol style="list-style-type: none"> <li>Kelli Smith reported that the paperwork had been submitted to the proper offices and we are awaiting confirmation that the change has been made.</li> <li>Debbie Richmond obtained a quote for increased lawn care, taxes and insurance associated with this property. Dominion Homes has been contacted and has been given the information needed to begin the turnover process.</li> <li>Lawscapes recommended running the wiring through conduit to avoid future problems. This will involve bringing in machinery to dig under the street in order to run the lines.</li> </ol>	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<ol style="list-style-type: none"> <li>July 7<sup>th</sup> – Confirmation came. Action completed.</li> <li>Once the Property is turned over, the board will contact the City to reassess the lot and lower the property taxes since a house cannot be built on this property.</li> <li>Once the Electric is operational, the fountains and sprinklers will be repaired/reset as needed and flowers may be installed at the front entrance.</li> </ol>		

**FINANCIALS**

TRUSTEES

<b>DISCUSSION</b>	1. The Treasurer has been asked on several occasions to present a complete financial report of this year's check register/budget to the board but has not done so to date.	
	2. The CPA agent has completed an evaluation of 2006 & 2007 as well as filed the 2006 taxes.	
	3. Debbie Richmond found an insurance company that will provide comparable coverage for a lower price.	
<b>CONCLUSIONS</b>	1. The board voted to give Terry Quinlan a deadline of July 7 <sup>th</sup> to file a report and July 8 <sup>th</sup> to return all financial documents not related to the current year to the HOA secretary. The board has also hired a CPA to audit and report on previous years financials.	
	2. A report of the CPA's findings will be sent to the board.	
	3. The board voted to switch from Auto-Owners Insurance Co. (\$1,988) to Nationwide Insurance Co. (\$1,675)	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
1. "Vote to direct Terry Quinlan to return all financial documents prior to 2007 to the Secretary."	Todd Lewis – yes Debbie Richmond – yes Steve Smith - yes	
2. "Vote to authorize \$1500 to CPA firm to obtain a complete financial audit and report from 2003-today." -----	Todd Lewis – yes Debbie Richmond – yes Steve Smith – yes	
3. "Vote to switch from Auto-Owners Insurance to Nationwide Insurance"	Todd Lewis – yes Debbie Richmond – yes Steve Smith - yes	

**COMMITTEE ACTIVITY**

TODD LEWIS

<b>DISCUSSION</b>	1. The Activities Committee in conjunction with the Safety Committee is in the process of arranging a "Kids Day" for July 29 <sup>th</sup> from 2-4.	
<b>CONCLUSIONS</b>		
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
1. Committee members are contacting several local institutions such as the Fire Dept., Police Dept., and Humane Society to see if they would be interested in volunteering members and equipment.	Activity/Safety Committee	July 29th

---Meeting Concluded---