

**Chestnut Trails HOA
Board of Directors Meeting
February 16th, 2012**

Members Present:

RL – Rick Long , President
CG – Carol Gilbert, Secretary
CM - Cindy Monson, Treasurer

Non-members Present

ST – Stephanie Thomas

Absent:

Pratibha Bachal, Chris Lyon

A quorum was present and the meeting called to order at 6:41 p.m.

0. Review Agenda The agenda was reviewed and approved by the board.

1. Consent Agenda

a. Approval of January 31st, 2012 BOD minutes

The board minutes were reviewed. CG motioned to approve the minutes as amended. RL seconded all agreed; the BOD approved the January minutes unanimously.

b. Action Item Review

1. CM will establish a draft of the process for contacting property manager and board with goal of refining the process and posting on the website for homeowner informational purposes. CM will take over producing draft of newsletter and produce a draft for BOD review. –ongoing. Discussed details with board members present and draft will be compiled by CM for board review. Once approved, will be placed on prominently on HOA website and in newsletter. RL to follow up to compiling newsletter. Ongoing.
2. RL to pick up a suitable box at office supply store to be placed at 32nd ave mailbox for HOA newsletter distribution. Ongoing.
3. ST will have draft budget distributed a week before February meeting for possible ratification at meeting. DONE.

4. Friendly reminder to one neighbor for trash cans left out front ongoing, and an FYI to clean up leaves as they will kill their grass. Refer to website for CCR's-RL to follow up. To be addressed this week.
5. ST will ask premier provide quote for clean up/replant for downed tree on Maltby road. DONE and REPLACED

2. Budget and Finance Report

The following statements have been internally prepared and reflect accrual accounting. Balance Sheet for date 1-31-2012.

The balance sheet shows the Association's financial position on the 31st of January this year. The checking account cash balance is \$30,693.96 plus \$10,267.91 in reserves plus \$4,290.08 in receivables for a total of \$ 45,251.95.

RL made a motion to accept the financial report and CM seconded; passed unanimously.

3. Management Report

See ACC report below, and AI update. See also ongoing and new business.

4. Complaints:

None this period.

5. ACC Report:

- a. Lot 44 had a siding/paint project approved.
- b. Lot 68 requested approval for a tree removal approved by ACC

6. Ongoing Business

a. Late Dues: One lot owes \$15.00 late fee, but has paid all others. BOD votes unanimously to approve removing this fine. Liens need to be looked at for renewal. One lot has \$1500.00 back dues owed. Lien needs to be updated. Two lots have active payment plans. Executive discussion regarding collections/lien policy.

b. New reserves study- ST to obtain a bid for the completion of reserve study.

c. Newsletter to be completed this week by RL, and draft presented to BOD members via email.

7. New Business

a. 2012 budget reviewed and will be further reviewed by BOD.

b. 2012 annual meeting plan and assignments ST to book Park Ridge Chapel for April 19th for meeting. ST to email a draft of annual meeting packet to the board.

c. Executive discussion regarding rules of order of annual meetings. RL to compile annual meeting agenda.

VII Action Item Update. CURRENT/ONGOING ACTION ITEMS

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 2. RL to pick up a suitable box at office supply store to be placed at 32nd ave mailbox for HOA newsletter distribution. Ongoing.
 3. Friendly reminder to one neighbor for trash cans left out front ongoing, and an FYI to clean up leaves as they will kill their grass. Refer to website for CCR's-RL to follow up. To be addressed this week.
 4. CM will update website, removing out of date info, and updating as needed. Will add link to describe property manager's role in our community and post contract for member reference.
 5. All BOD members will review contract (previously supplied by ST via email) for discussion at March BOD meeting.
 6. Rick will write cover letter for the annual meeting mailing.
 7. RL to compile annual meeting agenda.
 8. All BOD members to review draft budget for discussion at March meeting
- Motion to adjourn:** CG motioned to adjourn the meeting, the meeting was adjourned at 8:00 p.m.