

Preserve HOA Meeting Minutes
Christ Community Church-Lone Elm & College
December 15, 2014

The meeting was called to order by President, Seth Williams at 7 p.m.

Members Present:

Seth Williams– President
Heidi Hood – Treasurer
Trish Buchta – Secretary

Report: Heidi Hood opened the meeting by explaining to the attendees the purpose of the meeting which was to ask for volunteers for the Preserve HOA board for 2015. Even though we may move to a management company in 2015, we are still required to have an HOA Board. Job descriptions for each job on the board is attached at the end of the minutes.

The attendees discussed pros and cons for hiring a Property Management Company to oversee most of the functions that the present board does currently. The cost of a management company to assume these responsibilities will be approximately \$117 in addition to the annual dues. Last year's dues were \$364 per household. You will be receiving an email soon containing the Management Proposal for Stratton Oaks Preserve HOA from The Teihen Group to read and prepare any questions you may have for the January meeting.

There will be an Annual meeting on January 15th, 2015 at Christ Community Church starting at 7pm to further discuss having a Management Company and hopefully speak with a representative from the Tiehen Group to answer our questions.

The 2015 dues will be figured as usual and if it is decided to go with the Management Company it will be considered a special assessment after January dues are paid.

Adjournment: The meeting adjourned at 7:52 p.m.

Respectfully submitted,
Trish Buchta, Secretary

See Job Aids Below

Stratton Oaks Preserve HOA Job Aid for the President

Step	Action	Description
1.	After Election of Officers	Meet with previous President to review responsibilities and receive any documentation and orientation to office responsibilities. After election of officers, determine quarterly and annual meeting dates for the year and duties of each office
2.	Meetings	Establish the meetings for the year and location where they are to be held
3.	Main Duties	Supervise and manage the business of Stratton Oaks Preserve Association
4.	Preside	Call the meetings to order and after all business is addressed formally close the meetings
5.	Orders/Resolutions	Follow through on all orders and resolutions of the Board in a timely manner.
6.	Documents	Execute all documents on behalf of the association
7.	Annual Meeting	Secure location for annual meeting in conjunction with the Master annual meeting

Stratton Oaks Preserve HOA Job Aid for Vice President

Step	Action	Description
On-Going	Duties	Perform the duties the Board or resident delegates to the position
On-Going	Presidents Absence	In the event of the Presidents absence or inability or refusal to act, the VP will execute documents on behalf of the Master Association and preside at meetings
On-Going	Meetings	Attend all Board meetings

Stratton Oaks Preserve HOA Job Aid for the Secretary

Step	Action	Description
1.	After Election of Officers	Meet with previous board members and receive any information that needs to be passed on. i.e., minutes from previous meetings, etc.
2.	Attend Meetings	Attend Preserve meetings as often as scheduled. Usually, 2 to 3 times a year. Meetings last about an hour or less. Each office serves a term of two years.
3.	Minutes	Meet with officers and take minutes of meetings. Send minutes to board members <u>first for approval</u> . Once approved, send out to Roy Blake to put on the website and send a copy to all residents. Be sure to put the residents e-mail address in the BCC (blind copy) to protect the privacy of the residents.
4.	Maintain	Maintain an updated list of all resident e-mails address and phone numbers if given. This is used to send out any information that concerns the whole subdivision.
5.	Storage	Keep copies of all correspondence concerning the Preserves in a binder for reference
6.	Misc	Once future meetings are scheduled give information to Roy Blake to publish on the website.

Stratton Oaks Preserves HOA Job Aid for Treasurer

Step	Action	Description
1.	After Election of Officers	Meet with previous treasurer to review responsibilities and receive documentation and orientation to office responsibilities.
2.	Signatures	Update signature cards at Enterprise Bank for checking account.
3.	Meetings	Attend scheduled meetings of Preserve Board and give financial report.
4.	Bills	Pay all the bills for the Preserve
5.	Dues	Send out annual invoices and collect dues for all Preserve's residents. Submit payment to Master Board for Preserve's share of the budget.
6.	Budget	Work with board members to prepare a budget for the year.
7.	Record keeping	Keep all financial records associated with the office of treasurer.
8.	Mail	Work with the Master board Treasurer to pick up mail at UPS from mailbox 220.
9.	Taxes	Work with accountant to prepare and submit annual

		taxes.
10.	Late fees/liens	Send out and collect late fees and file liens as applicable.

Stratton Oaks Preserve HOA Job Aid for the Appearance Control Chairperson

Step	Action	Description
1.	After Election of Officers	Meet with previous ACC member and receive any information that needs to be passed on.
2.	Attend Meetings	Attend Preserve meetings as often as scheduled. Usually, 2 to 3 times a year. Meetings last about an hour or less. Each office serves a term of two years.
3.	Forms	Gather all ACC forms from the residents for any changes they wish to make to their property and meet with your committee for approval or disapproval.
4.	Notification	Notify the reside requesting the change of the status of their request.
5.	Maintenance	Drive or walk the neighborhood and make note of any concerns regarding dead trees, lawns, etc. and present at the board meetings for review.
6.	Letters of Notification	Distribute any letters of notification of repairs that need to be made to any resident's property.