

Board of Directors Meeting, Four Seasons Farm HOA

Wednesday, September 15, 2011 / 7pm / 1137 Four Seasons Farm Dr.

Board members present: Chris Irvin, Tara Mitchell & Pat Hough.

Board quorum verified.

Meeting was called to order at 7:17pm.

Tara Mitchell recorded the minutes.

Agenda Item: Financials

Board reviewed August 2011 Financial report prepared by Property Society LLC. Vendor invoices, such as mowing, seem to be a month behind (for example, only July mowing invoices were paid.) Board member to follow up with Ivan to determine their process and timeline for paying invoices.

Next, the 2012 budget was discussed. Board has already started on projected budget. Board member to gather accurate landscaping, mowing, mulching, irrigation expenses and present at October meeting. Deadline for completed budget is November 30th.

Agenda Item: Modification Committee Update

Officer-in-Charge to reach out to two members for participation on this committee, bringing the total to five. Due to the number of homes being sold and the upcoming spring season, request for modifications are expected to increase. Board would like to schedule the MC to be present at the October 25th meeting. MC will be the first item on the agenda. Board will request that the MC hold meetings quarterly (at minimum) since some violation letters are affected by pending modifications. (For example, if the homeowner has submitted a request to approve an existing playscape, the Board & property inspector need to be aware of the pending application.) Board agreed that better communication is vital in this area.

Agenda Item: Vacant Board Position

On September 6th, 2011, the Board President resigned. Board will actively seek a new Director, with the intent of having the position filled by the October meeting. The Board felt it necessary to appoint a President as soon as possible, in light of the upcoming community meeting (Sept 29th.) The new officers are as follows: Tara Mitchell, President; Jeff Heater, Vice President; Chris Irvin, Treasurer; Pat Hough, Secretary.

Agenda Item: Property Society Update

Next drive by will be done solely by Property Society inspector, J. Brown, on Thursday, Sept. 15th. He will submit a log prior to letters being mailed. Board agreed that important items should be targeted: disabled vehicles, weeds/lawn, trash cans in view, trailers, fence repair, basketball goals/clutter, unapproved pools, dead trees.

All Board members to review management contract and compile a list of questions they have. (Google Docs password changed for security purposes.)

Agenda Item: September Quarterly Meeting

NEW date: Thursday, Sept. 29th, 6:30pm, Fire Station #2. Board will confirm the change in date with City Hall this week. If many members attend, Board will have a sign-up sheet for those wishing to speak (2 minute maximum per member) in an effort to keep things timely and organized. Board will begin compiling items for the agenda. Agenda will be posted on website prior to meeting. Board to put up meeting signage no later than September 26th.

Newsletters will be printed this week, stuffed in envelopes, labeled and mailed next week (no later than Sept. 22nd.) Board will prepare this mailing in order to save funds and ensure a fast delivery to residents. Board members will be reimbursed for the cost of printing and mailing.

Agenda Item: Amending CCR's

Board agreed that the CCR amendments should be put up for vote by the members at the annual meeting (May 2012.) In the meantime, a special meeting(s) will be called for Board to review the CCR's and write verbiage for the proxy, amending outdated rules. Until then, the Board continues to use its discretion in regard to code enforcement, to operate by the Association's Articles & Bylaws, and to govern for the betterment of the community.

Agenda Item: Signage/Front Entry Ways (both Phases)

Lewis Sign submitted a bid for creating and installing a new sign for Phase One: \$1,806. This included removal of two signs from entry way of Phase Two, and replacing brackets on the iron fence/stone column. Lewis Sign noted the poor condition of the current two signs on the fences, and suggested that retouching and reusing these was not an option. Board will continue to seek other bids for a new Phase One sign. In the meantime, Board member will look at signs on iron fence to determine best way for removal; will also determine if fence/column gap is a safety issue. Board agreed that repairing the gap at this time may create a bigger problem in the future (because of the current drought.)

Board members to obtain bids on landscaping the two areas in front of the iron fence as well as entry way of Phase One.

Board member to follow up on status of sprinkler head repair with other Board members.

Agenda Item: Homeowner Complaints

Complaints regarding a home with numerous weed and trash can violations have been received. Board will look at the violation log regarding this home and check with Property Society about the next step. It was suggested that the Board take action by bringing the property into compliance and charging the homeowner for the work (in accordance with Section 10.17 of the CCR's.)

Board to look at drive-by log for other repeat violations; Board to determine if this action may need to be taken with any other residence.

Agenda Item: National Night Out (Tuesday, October 4th)

Donations are still needed for door prizes and kids' contest prizes. Board member will personally donate four \$10 Target gift cards for kids' contests. Board will continue to seek prizes and give-away items for goody bags. Board also needs one canopy to set up in Phase Two. Details are as follows:

Phase one location: end of Hiver Circle • 6-7:30pm

Board to set up canopy at 5:30pm (volunteers needed.)

Hand out popsicles, waters, lemonade, goody bags; bike & wagon parade from 6:30-7pm, prizes given for Best Decorated 7 & under age group as well as 8-12 age group; sheriff's office to visit.

Phase two location: empty lot on Verano Dr. • 7-8:30pm

Board to set up canopy at 6:30pm (volunteers needed)

Hand out popsicles, waters, lemonade, goody bags; bike & wagon parade from 7:30-8pm; prizes given for Best Decorated 7 & under age group as well as 8-12 age group; sheriff's office to visit.

Signs will be put in Phase Two's roundabout and by Phase One mailbox prior to event (no later than Sept. 20th.)

Agenda Item: Next Meeting Date

Tuesday, October 25th, 7pm.

There being no other items to be discussed, the meeting was adjourned at 8:51pm.

Secretary: *Tara Mitchell*