

Mill Creek Homeowners Association

Board Meeting
December 8, 2009

Summary Minutes

1. **Meeting convened.** The meeting convened at 7:30 p.m. Board members attending were Neal Grandy (President- Treasurer), Brian Markot (Vice President), Addeane Caelleigh (Secretary), Janet Eden, and Maritza Saavedra. Homeowners attending: Blair Carter
2. **Approval of Minutes.** The minutes for the November 2009 meeting of the Board were approved, pending revisions noted during the meeting or submitted by members after the meeting
3. **Treasurer's Report.** The President-Treasurer submitted a report on the HOA's financial status and on early dues payments.

A. Financial status.

Current bank statement at Stellar One	\$10,448.50
Payments not reflected in this total	- 1,340.06
Total available funds	\$ 9,108.44

Outstanding obligations (not yet paid)	\$ 2,673.69
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Balance available =	\$ 6,434.75
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A detailed treasurer's report and a copy of the November bank statement will be attached to the Full Minutes (for the archives).

B. Insurance. The HOA's insurance is now completely paid for the coming year.

C. 2010 dues. Approximately half (109) of the homeowners have paid their dues early, which means that the HOA is solvent again, as shown in the précis report above.

4. Old Business.

A. Embezzlement.

- i. The preliminary hearing on the former Treasurer's embezzlement has been rescheduled for January 7. The President has been subpoenaed. Other Board members will attend if they are able.
- ii. New search warrants have been served on Stellar One and Wachovia for additional records older than Fall 2007. The collected information will be used to determine the total amount embezzled.
- iii. The Board needs to establish a total restitution amount before the court hearing on January 7. The President-Treasurer, Vice President, and

homeowner volunteers will work during the holidays to examine all bank records and establish a total as best they can.

- B. **1295 Copperstone:** The homeowner requested in last month that the HOA pay to have leaves raked in her yard because the leaves are from trees in common area. The Board decided that the leaves are the homeowner's responsibility regardless of where the leaves originate. Most yards in Mill Creek accumulate leaves from the common areas, and each household must assume responsibility for the clean up. The President will notify the homeowner in writing of the decision.
- C. **118 Mill Creek:** The Board decided earlier in the year that the homeowners should be notified that whenever the house is next painted it must be an approved color. (The previous owners painted it a red approved for doors but not approved as a main house color.) That letter was not sent, however, because the Board became involved in work on the embezzlement problem. The President will send the notification letter soon.
- D. **General concern:** number of cars parked on the street. This issue will be put on a future agenda for discussion.
- E. **Pond escrow account:** The fund now contains approximately \$52,000, the time limit has expired for Albemarle County to use the money for dredging the pond, and the account is remains in limbo. The Board will take up the issue again in the new year.

5. Common Grounds Committee

—no items—

6. Architecture Review Committee

—no items—

7. New Business

- A. **New legislative requirements.** The President attended the annual meeting of the Homeowners Associations of Virginia and got additional information about new legislative requirements. Discussion of these requirements will be put on the agenda for future discussion.
- B. **Management changes**
 - i. Online banking is now set up for the new StellarOne account; the account will have two Board members' names approved for the account, so that each can retrieve and review information.
 - ii. New checks have been ordered for the new account, and two Board members will be able to write checks.
 - iii. The debit card for the old account is cancelled.
 - iv. The lock has been changed on the Post Office box; the President-Treasurer and Vice President now have keys.
- C. **State Corporation Commission.** The outstanding fees have been paid and the HOA's status as a corporation has been re-instated.
- D. **Renters and lawn care.** A Board member noted that the former Treasurer used to visit renters and explain about expectations for lawn care. The President commented that the HOA needs to deal with the homeowner, not the renters, to

resolve any problems. The Board agreed to put this on the agenda for a future meeting.

- E. **Agenda for January 20 Annual Meeting.** The Board briefly discussed items for the upcoming annual homeowners meeting. It was agreed that the agenda would include a financial report, an update on the embezzlement case, and bids for a new sidewalk. The agenda will be discussed further at the January 5 Board meeting.
 - F. **Posting minutes more promptly.** The Board discussed ways to speed the review and correction of minutes so that they can be posted on the website sooner after each Board meeting.
 - G. **December/January issue of newsletter.** The Board discussed the timing of the next newsletter. The newsletter will be issued as soon after the January 5th board meeting as possible and will serve as the official notification of the January 20 annual meeting. The bylaws require that homeowners be notified 10 days before the annual meeting. If the newsletter cannot be distributed by January 9th/10th, a flyer will have to be distributed.
8. **Next meeting:** Tuesday, January 5, 2010, at 7:30 p.m.
9. **Meeting adjourned** at 9:30 p.m.

The minutes were checked and approved by Board members before posting. Any errors of fact should be reported to the Secretary (asc8f@virginia.edu).