

**Minutes of Lakeside Meadows HOA Board**

**March 7, 2017, 7pm**

**69 Brown Street, Weaverville NC 28787**

Attending: Julia Book, Kitty DiMaio, Scott Hughes, Chrissy Morrisey, and Ruth O'Donnell, Directors

Absent: None

Guests: None

Meeting began at 7:00 pm

**1. Director Term Lengths**

The first order of business was drawing of lots for term lengths, with Ruth drawing one year, Scott drawing 2 years, Kitty drawing 1 year, Julia and Chrissy both drawing 2 years.

**2. Officers**

Election of officers was done by consensus with Ruth agreeing to serve as President, Scott as Treasurer and Julia as Secretary. Ruth took over presiding as President, laying out some ground rules for meetings, including the use of *Roberts Rules of Order* and its requirement for a motion to be made prior to discussion taking place.

**3. Address**

The official address of the HOA will be 69 Brown Street (Ruth's residence).

**4. 2017 Meetings**

Meetings for the remainder of the year were scheduled:

- Annual Meeting, Saturday, April 22<sup>nd</sup>, 2017 at 3PM at the Weaverville Library meeting room. Notice of the meeting will be included on dues invoices to be sent by email.
- Quarterly meetings of the HOA Board

Monday, July 24<sup>th</sup>, 7PM, at 57 Brown Street

Monday, October 23<sup>rd</sup> at 7PM at 63 Brown Street

**5. 2017 Budget**

A draft budget was circulated.

MOTION: Scott moved to discuss agenda item six before discussing 5. Julia seconded.

DISCUSSION: None

VOTE: Passed unanimously

**6. Use of a Management Company**

Scott and Kitty reported results of inquiries regarding cost they made of several HOA management companies. None were affordable with our current per household HOA dues level. Board members reported comments from homeowners both for and against raising dues for this purpose.

MOTION: Chrissy moved not to hire a management company. Scott seconded.

DISCUSSION: Discussion was that we do have people with experience on the board and we could

**Minutes of Lakeside Meadows HOA Board**

**March 7, 2017, 7pm**

**69 Brown Street, Weaverville NC 28787**

evaluate how we are doing operating without a management company at the first Board meeting in 2018. Chrissy amended her motion to add, "for one year".

VOTE: Passed unanimously.

5. Cont'd.

MOTION: Scott moved to accept the draft budget as an interim budget until firmer information on HOA expenses is available. Julia seconded.

DISCUSSION: None

VOTE: Passed unanimously

7. Committees

a. Architectural Review Committee (ARC)

Directors Chrissy Morrisey and Kitty DeMaio volunteered to serve on this committee. Ruth reported that Doreen Shaughnessy also volunteered. They will be the three members of the Committee.

b. Board members agreed additional committees will be appointed as needed and may include Communication to Members, Social and other committees.

8. Policies

a. Financial

MOTION: Scott moved development of a financial policy statement discussing issues such as who signs checks, how often are financial statements shared with the membership and how the statements are shared. Kitty seconded.

DISCUSSION: Scott will bring a recommended policy statement to the annual meeting.

VOTE: Passed unanimously

b. Electronic Voting

Ruth asked if Board members are interested in using electronic voting as a means to record votes of the board without having a meeting in person. In this process, which does not take place at a meeting, a motion is made and then announced to all Board members by email; members acknowledge receipt of the motion and cast their votes, also by email after a period for discussion.

MOTION: Scott moved that until further notice, the board will not take action without a called meeting as we want to establish credibility with the homeowners. Chrissy seconded.

DISCUSSION: Board members discussed the need for transparency in our decisions in order that we establish credibility with HOA homeowners.

VOTE: Passed unanimously

**Minutes of Lakeside Meadows HOA Board**

**March 7, 2017, 7pm**

**69 Brown Street, Weaverville NC 28787**

c. Other

MOTION: Kitty moved that the ARC and other committees establish policies. Julia seconded.

DISCUSSION: Kitty is looking into model policies on the national HOA association website. Board members discussed handling infractions against Lakeside Meadows covenants, conditions and restrictions and how this document can be changed, if that is desired.

VOTE: Passed unanimously

9. Next Steps

a. Establish bank account and notify Scott Street

MOTION: Scott moved that a bank account at BB&T be established and that all officers be listed as signers. Chrissy seconded

DISCUSSION: Members agreed checks should be signed by two people and revenue accepted by Ruth and deposited by Scott in accordance with generally accepted accounting practice.

VOTE: Passed unanimously

b. Begin 2017 dues collection process - Ruth will complete contact information on the list of owners. Scott will send invoices by email.

c. File new address and registered agent with NC Secretary of State - Ruth will file tomorrow, since she, as President, will be the registered agent.

d. Change Duke Power account to our name: Ruth will do this within the next couple of days.

e. Set up bookkeeping system - Scott will do this.

f. Get Federal EIN - Scott will do this tomorrow.

g. Identify potential common areas maintenance companies and get three bids for Board consideration - Kitty will do this by the Annual Meeting.

h. Get bids for D&O and liability insurance (for common areas) - Scott will check on both types of insurance and explore whether we can save by using the same company for both. Julia will check online for D&O insurance. Board members agreed insurance should be \$1 million per occurrence as a minimum.

i. Create Request for Reimbursement and Proxy Vote forms - Julia will do this by the next meeting.

j. Website - A communications website for the development was discussed. Chrissy will post a request on the Lakeside Meadows FaceBook page for homeowner tech assistance in setting one up. Chrissy stated we need the board to control the domain name.

**Minutes of Lakeside Meadows HOA Board**

**March 7, 2017, 7pm**

**69 Brown Street, Weaverville NC 28787**

Ruth reported that homeowner Jay Coyle sent her a message expressing concern about the Bylaws, specifically the clause allowing change by the HOA Board. Board members discussed his concerns and agreed that this topic was discussed in detail at the HOA meeting held in February at which many homeowners were present. Consensus at that meeting was that the Bylaws should stand as proposed. They were approved at that meeting.

Meeting adjourned at 8:30p.m.

Respectfully submitted,

Julia Book, Secretary