

## Minutes of the 01/11/2012 SSHOA Board Meeting

Board Members Present: Stephen Buckner, President, Donna McCraith, Vice President, Rich Riordan, Secretary, Cindy Cole Treasurer, and Dan Germain, Amy Verdin, John Giuliani, and Jim Everett. Greg Milonovich was unable to attend.

The minutes of the 10/12/2011 board meeting were approved as submitted and will be posted on the SSHOA web site.

The next Board Meeting is scheduled for 04/11/2012 at 7:00pm, location TBD.

The meeting was called to order at 1905. We held the meeting in the Hunt Valley School Cafeteria so that association members could attend the meeting if they liked. Only one interested member, Jim Askew, past president, attended the meeting. We welcomed him. To reiterate all are welcome to attend the board meetings.

### Old Business:

1. Tennis Court Common Area Upgrade. We have a price of \$4100 to repair the cracks in the tennis courts and the general purpose court. Donna will contact the company, Gossom & Costello Pv. Inc and schedule the work for March weather permitting. Action Donna.
2. Transition. We have changed the signatures at the bank and Jim and Mary Anne have turned over the files and disks they had that are required for the president and the treasurer. We contacted our auditor who had not cashed his check from the last audit over a year ago and he said he was retiring and would not cash the check and have a nice day. We thank him for his generosity. Stephen is still working on the notification of Pat Harrity's office that he is the new president of the association. Action Stephen
3. Financial Status
  - A. Treasurers Report. Cindy submitted the 2011 final financial statement. We have \$37,788.10 in the general account, \$19,353.06 in the minicourt accounts and zero delinquent accounts.
  - B. 2012 Budget. The draft budget for 2012 was presented. The total is \$14,615.00 and increase of \$4891.23 over 2011 expenditures. The increase is due mainly to the increase in capital improvement funds allocated for the tennis court and general purpose courts crack repairs. The budget was approved as submitted.
  - C. Common Area Grass Cutting. Donna will negotiate with Premium to provide lawn services, cutting and leaf removal for 2012. The service extends from April until the end of November. Premium has kept their price constant over the years and we expect they will continue that. Action Donna.
  - D. Multi-year Budget Planning. We will begin budgeting in the out years especially for capital improvements in order to provide a clearer picture of progress and future requirements.
  - E. Mini-court Assessments. Cindy presented a potential problem with the low mini-court assessments in that they do not result in an escrow account amount sufficient to repave the mini-

court common drive every 25 years. In order to do that at today's paving prices, the annual mini-court assessment that is in addition to the annual dues of \$120 would need to be \$90.

The mini-court assessment can only be changed by a 2/3 majority of the 39 mini-court residents. The concern is that if the maintenance was not kept up on the mini-court pavements the values of all houses in the association would be adversely impacted. It was decided that the members of the board who live on mini-courts would poll their mini-court neighbors to see if there was interest in taking further action leading to a vote to increase the assessment. Action Mini-court board members.

F. Auditing the Books. Our auditor has retired from auditing, so we need a new one. Barb Buder who lives on Aquary is a CPA and a member of the association. Dan will ask her if she would be interested in auditing the association's books annually. Action Dan

#### 4. Capital Improvements and Projects Planning.

A. Tennis Courts Repair. See Para 1 under Old Business.

B. Drainage Problems Vicinity of Paths by Tennis Courts. Donna presented a proposal by Premium Landscaping to install a drywell in the area that is continuously wet adjacent to the tennis court steps. The price is \$695. There was discussion as to the location of the need. It was generally agreed that the greater need is by the path near the corner of the general purpose court. John volunteered along with Donna to visit the swamp the next day to view the problem after the recent rains. Donna will ask Premium to come back out and give us a price for installing a dry well and otherwise fixing the problem. Action John and Donna

C. Trail Maintenance. Two actions were identified. The first is to apply a seal coat on the two small areas of the path that were not covered with asphalt during the path project. The second is to inspect the culverts that run under the path as they tend to get blocked over time especially after a hard rain. Action Rich

D. Spring Clean-up. It has been scheduled for May 19. We will ask American Trash Disposal the company we used last year successfully, to give us a proposal to supply two trucks on that day, which is a Saturday. Action Rich

#### 5. Milestones and Key Dates

March	Repair Tennis and Multi-purpose Courts Cracks
1 <sup>st</sup> week April	Begin Grass Cutting
11 April	Next SSHOA Board Meeting
30 April	Mailing SSHOA's membership dues statement
19 May	Neighborhood Clean-up
31 May	Membership Dues Payment Due
27 September	General Membership Meeting
4th week November	End Grass Cutting and Leaf Raking

#### New Business.

1. Welcome Letters. After discussion the board decided that in addition to the welcome packet containing our bylaws etc, we would prepare and send a separate welcome letter to new home owners explaining the home owners association, the web site and other useful neighborhood information. We will prepare a separate letter to mini-court arrivals explaining the special status of the mini-courts and their separate assessment. Donna will draft and staff these letters. Action Donna

2. Leaning Trees. Jim Everet identified several leaning trees in common areas that are hazards. Donna will scope the problem and take appropriate action. Donna

3. Web site use. Dan presented charts and graphs showing statistics on visits to the web site. During last year we had 287 visits by 187 unique visitors looking at 886 pages. It was decided that Dan would present these statistics every 6 months. Action Dan

4. Reminders. Reminders for board members and home owners; pick up after your dog, trim shrubs and trees away from sidewalks, and pay attention to the condition of houses vacant between owners as these are targets for vandals.

Next Steps. There are several action items resulting from the meeting and the responsible board member(s) is noted at the end of each item.

Respectively Submitted

Rich Riordan, Secretary