

Minutes of  
Jordan Springs Two Homeowners Association  
Board of Directors Meeting  
January 10, 2017

Location: Middle Tyger Library

**The meeting was called to order at 6:30 pm.** In attendance were Board Members Paul Huber and Matt Ray. Steve Spanitz was out of the Country on business and thus could not attend. No other homeowners chose to attend although every homeowner was formally notified of the meeting by mail the week of November 25th, 2016.

**Homeowner Concerns**

No individual homeowner concerns were raised during the meeting.

**Regular Meeting of the Board of Directors**

**Minutes of Previous Meeting**

The members of the Board were given the minutes for the November 7th, 2016 Board of Directors Budget Meeting to review. The minutes were accepted and approved as submitted and they will, as usual, be made available for homeowners to review upon request.

**Old Business**

**Foreclosures and Abandonments**

Paul Huber reported that there were currently no foreclosed or abandoned houses in the neighborhood.

**Mail Box Repairs /Restorations**

The Board agreed to continue the program of contacting homeowners whose mail boxes were not in compliance with the Jordan Springs Covenants and to further pursue those homeowners who did not comply with legal action..

**Treasurer's Report**

Matt Ray presented the Treasurer's Report as of November 22, 2016 as follows:

October 25, 2016 Operating Balance	\$7,507.10
Income	0.00
Expenses	<u>365.11</u>
Operating Surplus (Deficit) For November	\$(365.11)
Prepaid 2017 Homeowner Dues	\$140.00
Available Funds @ 11/22/16	\$7,281.99

The full report was read and approved as submitted.

**New Business**

**Election of Homeowner to Fill Open Treasurer's Seat on 2017 Board of Directors**

Paul Huber reviewed the fact that a letter was delivered to every homeowner in November inviting them to volunteer as a candidate for election to the open seat on the 2017 Board of Directors and to present themselves to the community at the January 10th meeting prior to a final vote of the candidates who presented themselves for office. Only one member of the community, Matthew Ray volunteered by returning the Nomination Form by the December 23, 2016 deadline and no additional homeowners appeared at the January 10th, 2017 meeting to announce their candidacy. Matt committed to serve the community by actively enforcing the original Covenants, governing within the terms of the Jordan Springs II Articles of Incorporation, Covenants and By-Laws and operating within the limits of the approved 2017 Approved Budget.

As no other candidates presented themselves for office, the Board voted unanimously to approve Matt to fill the open Treasurer's slot subject to final confirmation at the February 7th, 2017 Annual Meeting of Members. By doing this the homeowners were saved some \$75-100.00 in balloting expenses as the position was unopposed.

The next meeting of the Board and the Annual Meeting of Members will be held on Monday, February 7th, 2017 at 6:30 pm at the Middle Tyger Branch Library and will be so posted with a sign at the Jordan Springs entranceway Saturday, February 4<sup>th</sup> through Tuesday, February 7<sup>th</sup>.

**There being no further business, the meeting was adjourned at 6:50 pm.**

Respectfully submitted by Paul Huber, President

For  
Steve Spanitz  
Vice President/Secretary



Minutes of  
Jordan Springs Two Homeowners Association  
Board of Directors and Annual Meeting of Members  
February 7th, 2017

Location: Middle Tyger Library

**The meeting was called to order at 6:35 pm.** In attendance were Board Members Paul Huber, Matthew Ray and Steve Spanitz. No other homeowners chose to attend although every homeowner was formally notified of the meeting by mail the week of November 25th, 2016 and a meeting announcement sign was placed at the entrance to the community the Friday before the meeting.

**Homeowner Concerns**

No individual homeowner concerns were raised during the meeting.

**Annual Meeting of Members**

**Minutes for Previous Meetings**

The Board Members individually reviewed the minutes for the February 8, 2016 Annual Meeting of Members and the January 10, 2017 Meeting of the Board of Directors. The minutes for both meetings were approved unanimously and will be made available for homeowners to review upon request.

**Old Business**

**Foreclosures and Abandonments**

Paul Huber reported that at this time there are no foreclosed/abandoned properties in the community and that the Board will continue work with banks and realtors in the future when and if foreclosures and/or abandonments arise and will deal with them accordingly in order to maintain neighborhood curb appeal and resulting property values.

**Street Maintenance**

Paul Huber pointed out that the Board had continued its commitment to keep the seams between the blacktop and the concrete curb free of weed growth so as to avoid deterioration of the black top and to have the homeowners discontinue blowing their grass cuttings into the street to prevent clogging up our neighborhood drainage system. The annual cost for spray control is \$175.00.

**Mail Box Repairs and Restorations**

The Board agreed to continue an active approach to encourage homeowners to keep their mail boxes in good repair and appearance as outlined in the Jordan Springs Statement of Covenants Restrictions in order to maintain the unified and attractive look for our community. To this end letters requesting cooperation will be sent to homeowners whose mail boxes need repair and/or replacement prior to sending final violation notices.

**Community News Letter**

In light of the lack of community attendance at the Annual Meeting of Members, the Board agreed to continue the practice of informing homeowners of community issues during the year via the traditional Community News Letter which has been hand delivered to each property owner and mailed to each landlord in past years.

**Treasurer's Report**

Treasurer, Matt Ray reported the following:

**The Treasurer's Report for January 25, 2017**

Previous Balance as of December 31, 2016 - \$8,557.57

Revenue - \$2,380.00

Expenses - \$133.00

Operating Surplus for January - \$2,247.00

Funds at January 25, 2017 - \$10,804.57

**Total 2016 Revenue and Expenses vrs 2016 Approved Budget**

attached detail

**Collection of 2016 and 2015 Homeowner Assessments**

Matt reported that as of January 30<sup>th</sup>, 2016, 17 of the total 38 homeowners have paid their dues for 2017 and 29 were paid as of January 30<sup>th</sup> last year. All dues and fees, for all properties for all prior years since the formation of Jordan Springs Homeowners Association been collected

**IRS 2016 1120H**

Matt reported that all required 2016 IRS filings had been completed and submitted on time.

The full reports were approved as presented and are available for homeowners to review upon request.

**New Business**

**2017 Board of Director Elections**

It was pointed out that while every homeowner was presented with a written form the week of November 25, 2016 to volunteer to run for the 2017 Board for three years, only one homeowner, Matthew Ray, volunteered and was voted in unanimously.

The next meeting of the Board of Directors will be announced as needed through out the year.

**There being no further business, the meeting was adjourned at 7:40 pm.**

Respectfully submitted by,

Steve Spanitz  
Vice President/Secretary

Legal and Printing - All letters, newsletters and notices printed	100.00	121.75	(21.75)
Travel - Mileage for the entire year (total expense includes mileage)	25.00	25.00	0.00
2012 IRS rate: 55¢/mile for 13 miles = 25.00			
Federal Income Tax Return Preparation - Completed annually by	150.00	150.00	0.00
Postage and Mailing - All letters, newsletters and notices printed	100.00	121.75	(21.75)
Office Supplies - Includes postage, stamps and other office supplies	175.00	175.00	0.00
2012 IRS rate: 55¢/mile for 47 miles = 25.85			
News Letters - Mailing Notices (includes postage)	80.00	158.12	(78.12)
2012 IRS rate: 55¢/mile for 128 miles = 70.40			
Legal Printing Notices, Liens, Proclamations & Court Fees - Various	80.00	70.00	10.00
Miscellaneous - Front entrance meetings, copies of minutes	115.00	115.00	0.00
Financial reports and mileage reimbursements for President	25.00	25.00	0.00
2012 IRS rate: 55¢/mile for 128 miles = 70.40			
<b>Total Expenses</b>	<b>\$810.00</b>	<b>\$5,005.17</b>	<b>(4,195.17)</b>
Operating Carryover From 2008 (Not 2015) Are Applied to 2016			
Potential Revenue Shortfalls and Legal Expenses	30.00	30.00	0.00
Carryover from 2008	\$1,120.28		
Carryover from 2009	1,120.28		
Carryover from 2010	1,000.00		
Carryover from 2011	802.15		
Carryover from 2012	396.76		
Carryover from 2013	258.18		
Carryover from 2014	824.68		
Carryover from 2015	670.74		
Carryover from 2016	845.70		
<b>Total Carryover to Date</b>	<b>\$9,737.97</b>		
2017 dues paid in 2016	\$1,930.00		
<b>Total Funds Available 2/1/16</b>	<b>\$8,537.51</b>		



Minutes of  
Jordan Springs Two Homeowners Association  
Board of Directors Meeting  
October 31, 2017

Location: Middle Tyger Library

**The meeting was called to order at 6:30 pm.** In attendance were Board Members Paul Huber, Matthew Ray and Steve Spanitz. No homeowners chose to attend although every homeowner was formally notified of the meeting by mail the week of October 6th, 2017.

**Homeowner Concerns**

No individual homeowner concerns were raised during the meeting.

**Regular Meeting of the Board of Directors**

**Minutes of Previous Meeting**

The minutes of the previous meeting, the February 7th, 2017 Annual Meeting of Members were approved as submitted and they will, as usual, be made available for homeowners to review upon request.

**Old Business**

**Foreclosures and Abandonments**

Paul Huber reported that currently there was one house up for sale in the neighborhood and no foreclosures or abandonments.

**Mail Box repairs/restorations**

The Board restated its commitment to regularly following up with homeowners whose mail boxes were in need of repair or restoration per the terms of the Jordan Springs Restrictive Covenants.

**Treasurer's Report**

Matthew Ray presented the Treasurer's Report for October 25, 2017 as follows:

Previous Operating Balance as of September 25, 2017 -	\$8,121.81
Income	00.00
Expenses	<u>268.66</u>
Operating Surplus (Deficit) For October	\$(268.66)
Available Funds 10/25/17	\$7,853.15

The Treasurer's report was approved as submitted.

**New Business**

**Board Member Election and Annual Meeting Notice**

The board agreed that the same procedures will be followed as in prior years thus a letter will be delivered to all homeowners the last week of November announcing the date for the Annual Meeting of Members and inviting any property owner to run for the single vacancy on the Board by submitting their name on the form supplied, returning it to the Secretary in late December and appearing before the community at the January meeting for consideration in a written ballot by the Annual Meeting of Members the first week in February. The respective due dates will be determined when the Middle Tyger Library calendar is available in November.

### **Presentation, Discussion and Vote on the 2017 Budget**

The Proposed 2018 Budget Detail Package was delivered to each homeowner the week of October 6<sup>th</sup>, 2017 along with notification that the homeowner could attend the October 31<sup>st</sup>, 2017 meeting to vote on the budget in person or submit a ballot attached to the letter. The letter further stated that if the meeting was not attended nor was a completed ballot returned, than the Board would register the homeowner as an absentee approval of the 2018 Budget as presented in the Detailed Package. There being no votes against the budget as proposed, the 2018 Proposed Budget was unanimously approved.

The next meeting of the Board will be held the first week in January, at 6:30PM at the Middle Tyger Branch Library for potential Board Member Candidates to present themselves to the community for election consideration at the Annual Meeting of Members during the first week of February. Exact dates will be supplied in the Annual Meeting Notice at which time the Library's available dates will be finalized,

**The next meeting of the Board will be during the first week of January for consideration of homeowners who volunteer to fill the 2018 vacancy.**

**There being no further business, the meeting was adjourned at 6:50 pm.**

Respectfully submitted by,

Steve Spanitz, Vice President