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Board members assembled to reach agreement of offices assumed by newly elected officers.

It was quickly determined that the Office of Vice President would be assigned to Loretta Blenderman,

Secretary was assumed by Krysten Lerchbacker and Director of Grounds and Services was assumed by Jon Wierema. Tenured officers of President is Crista Wriser and Treasurer is Ray Eytcheson.

The board then addressed:

A review of history of our efforts to date and issues overcome or pending.

Current status of finances and each officer’s individual portfolio of responsibility

Anticipated issues and objectives to improve and preserve community value and services.

Officers reviewed and discussed a list of “Pressing Issues” prepared by the President and agreed to:

1. Officers will establish a specific e-mail id to address HOA issues only and avoid conflicts with their personal communications.
2. The board will meet on the **second Monday of every month**. Meetings as always are open to the membership, but advance notice of their attendance is required so we can assure adequate room for the meeting site.
3. Membership meetings will be on **the third Monday of January, April and August** and are open to all residents of the community with attendance strongly encouraged. The August meeting will be the gathering for general business as well as elections for two seats on the board that will expire at that time. Current officers as well and any resident may submit their name for a seat on the board.
4. The HOA Information web site will begin publishing Architectural Control Committee activities and financial statistics following the close of the fiscal year in January, 2018.
5. A general survey (door to door) will be conducted in upcoming months to assure full registration of current members and provide access credentials to the HOA Information Web site.
6. The board unanimously agreed to contract the credit card services of Woodforest National Bank (who maintains our HOA accounts). This allows our residents to pay annual fees or misc. penalty or fine issues via MAJOR credit cards. The Treasurer will maintain the card reader for “chip or swipe strip” cards.

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1. The board reviewed the number of late pay and the few NO PAY accounts and agreed to:
2. Billing for 2018 fees will be mailed following the October board meeting and will be due on January 1, 2018.
3. If payment is late (received after January 5, 2018), a late fee of 3% of the balance due will be assessed to the account automatically.
4. January 6, 2018 2nd billing for past due accounts will be mailed. This billing sent to residents involved. This billing will contain **a single caution** that payment in full is expected **on or before** February 10, 2018 (no late mailing allowance) or the account will be released to our attorney for collections.
5. A 90 day payment agreement with a $15.00 processing fee is available to residents **if they apply prior to January 5, 2018**. This agreement will call for an immediate payment of one third (1/3) of the balance due plus the $15.00 origination fee and the balance then due in two (2) equal amounts of one third (1/3) of the original balance until paid. Default cancels the agreement and balloons to immediate payment or forwarded to attorney for lien and judgment.

Footnote: Residents are encouraged to utilize the credit card payment method rather than the payment agreement to allow greater time for them to settle the obligation without legal collections being enforced.

1. The primary duties and portfolio of each officer are noted below:

**President**

Day **to** day leadership. Primary contact with County Administration and other HOA entities. Preside over all meetings and assemblies. Work with Treasurer in all meetings with legal representatives.

# Vice President

Management of the Architectural Control Committee activity and liaison with the President. In the absence of the President, assumes the tasks and obligations of the President.

 **Director of Grounds and Services**

Manages all services to the community for Street Lighting, Grounds Maintenance and, utility issues. Works closely with President in meetings with County Officials regarding roads and drainage matters. Works closely with the Vice President regarding HOA Intervention for abandoned properties to assure remedial actions are provided to protect the community value. Secures bids and recommends approval of specific service providers to maintain community properties and services.

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# Secretary

Schedule Membership meeting sites for the year. Prepare agenda for all Board and Membership Meetings with the President. Preparation and distribution of all information materials to the community. Maintain the HOA office Phone/answering system and the HOA central mail site. Distributes inbound communications to appropriate officer for action as they arrive. Archive all minutes, legal agreements and historic communications that refer to quotes, agreements, recorded documents, etc. to protect the seven year legal obligations of the association. Prepares, files and archives all State or Federal filings of the organization.

# Treasurer

Responsible for administration of funds of the organization. Accounts for all revenues, expenses, billings for fees, fines or penalties. Addresses legal services and issues in liaison with the President. Administers the business and communications systems for the organization.

KRYSTEN

 Page 3 should be a list of officers with their NEW e-mail id’s as soon as they are established. This gives each member a list of names and contact info, DON”T HESITATE TO NUDGE ANY OF TO DELIVER THIS TO YOU ASAP. YOU have all the envelopes and postage. You might want to inventory and assure you have enough for 300 mailings on everything as well as a duplicate backup reserve on hand for anything else that comes along and is needed quickly.

Send me a blurb and I will buy you 300 more stamps and order a new batch of 1000 envelopes. THAT is the realistic amount to have on hand when your community is 300 homes. I used Office Max in Tomball for bulk copying. Our signs are provided by Vista Print (on-line) and our envelopes by Deluxe (on-line). Our PO Box keys are in the hands of the President and Treasurer as most correspondence involves one of us. We DO provide the Secretary will copies of all significant documents that require archive.

ONCE YOU GET THE E-MAIL ID’S, PLEASE EDIT THE ABOVE MINUTES TO CORRECT OR AUGMENT IN ANY WAY YOU FEEL APPROPRIATE AND SEND TO ME FOR PUBLISH ON THE WEB SITE.

YOU WILL HAVE THE TASK OF PRINTING AND MAILING TO THE ENTIRE COMMUNITY. WE WILL ALL HELP FOLD, STUFF, STAMP, ETC. I CAN PROVIDE YOU A FULL SET OF MAILING LABELS PRINTED DIRECTLY FROM THE HOST MASTER FILE IN THE BUSINESS SYSTEM

Ray