Milhaven HOA Board of Directors Quarterly Meeting
Date: Tuesday, September 1, 2026
7:30 PM
MINUTES

1. Call to Order:
    - Attendees: Noah Tucker, Becca Mateo, Matt Hayes, Vera Dham, Alex Nieves, *Sheryl Stephens (*only present during the Financial Review discussion)
    - Meeting began at 7:35pm at Noah Tucker's house
    - Future Quarterly Meetings: Dec. 1st, Mar. 2nd, June 1st
2. Analysis of the *Ad Hoc* Financial Review:
    - Financial Review Committee is interested in more transparency of the budget and HOA expenses.
    - Treasurer and Secretary will do a monthly review of financial transactions; Board will review transactions every quarter during Quarterly Meetings.
    - Board will implement other recommendations of the Financial Review.
3. President's Report
    - Met with landscapers to review the requirements of care for the neighborhood common areas, including the front of the neighborhood by Causeway Drive.
    - As of September 1st, two houses are currently in the process of being sold and are in contact with the Board for approval and legal documentation of the sale.
    - ARC committee approved one ARC request for exterior home improvements.
    - President is developing an ARC property inspection form to be used for ARC reviews; Board will review and approve the form at the next Quarterly Meeting.
    - The ARC committee will now include at least one Board member; Noah Tucker will become a member of the ARC committee.
    - HOA will purchase 3 "slow down" signs to be placed at each of the 3 cross street of Milview Drive.
4. Treasurer's Report
    - 74 of the 83 houses paid dues by the August 31 deadline.
    - Board will reach out to the owners with outstanding dues and apply the late fee.

- Presented the financial transactions for the month of July; Board reviewed and approved them.
- Will provide the Board with recommendations for a possible transition to Baselane for managing the finances of the Board at the next Quarterly Meeting.

5. Secretary Report
    - Minutes from Quarterly meeting in July uploaded to the website.
    - Website account will be transferred to the HOA email to facilitate the annual transition to a new Board.
6. Social's Report
    - Back to School Social will be held Saturday Sept. 12 from 2-5 pm at the Milbrier Place cul-de-sac; It will include an ice cream truck, face painting, bouncy house, snacks, and beverages.
    - Halloween parade will be Saturday Oct. 31 starting at 6pm at the Milbrier cross street.
    - Holiday party is currently scheduled for Dec. 5; the Board is in process of reserving the Colonies Club House for the event; this will be a ticketed event to offset the cost of catering and beverages.
    - September Yard of the Month selection is 3605 Milbury Run!
7. Vice President Report
    - The Board will develop and distribute a form to update the contact information of current residents at Milhaven; the directory will be for HOA use only.
8. Next Meeting: Tuesday Dec. 1st
9. Meeting Adjourned: 8:44pm