

## Meeting Minutes

A regular meeting of the Board of Directors of the Walnut Creek Estates Homes Association, Inc. was held on January 17, 2011, beginning at 7:05 p.m. at the Hillsdale Presbyterian Church. The President, Stu Macfarlane, was in the Chair and the Secretary, John Fricke, was present. The following Board Member was also present: Todd DeYoung.

A quorum was established.

The Minutes of the previous Board Meeting from November 22, 2010, were presented. Todd moved acceptance of the minutes as presented. The motion was adopted.

### Reports:

- The Treasurer (Todd) stated that the current checking account balance totals in excess of \$9,500. He also presented a 2010 year end financial statement with its impact on the 2011 budget.
- The DRC reported that all four (4) members have agreed to continue. They include Tom Rourke, Shaun Oberg, Stu Macfarlane, and John Fricke. There has been no DRC activity since the last Board meeting.

### Unfinished Business:

- John noted the following current assessment delinquency. From 2009 there are two properties for a total of \$700 outstanding. From 2010 there is one property for a total of \$300 outstanding. John moved that a reminder STATEMENT of account be issued to each of the delinquent property owners as of January 31. The motion was adopted.

### New Business:

- Todd moved the formation of four (4) new committees as represented in the attached descriptions. The motion was adopted. The committees are:
  - Landscaping Committee
  - Lake Habitat Committee
  - Social Committee
  - Trail Signage Committee
- Todd moved that up to \$500.00 be used for trail signage. The motion was adopted.
- The 2011 Member Directory will be placed on the website in a password protected "Members Only" location with all members having access.

The meeting was adjourned at approximately 7:30 p.m.

John Fricke, Secretary

Approved:

2010 Treasurer's Report and 2011 Budget

1/17/2011

		Current Year 2010		2011 Budget
		Budgeted	Yr End Act.	Adopted 11/22/2011
	Estimated Carry Forward	\$ 10,250	\$ 7,375	\$ 11,910
	Receipts (Assessments)	18,600	18,676	18,750
	Past Due Assessments Collected		3,360	
	Other		75	
	<b>Total Receipts</b>	<b>\$ 28,850</b>	<b>\$ 29,486</b>	<b>\$ 30,660</b>
	<b>Expenditures</b>			
100	Trash pickup	\$ 8,058	\$ 8,436	\$ 8,500
200	Utilities	250	226	250
300	Insurance (1)	1,702	780	2,550
301	General			1,750
302	Director		780	800
400	Mowing (2)	3,500	5,390	5,475
401	Trails		750	800
402	Lake		1,935	1,935
403	Entry and Ridgeview Rd		2,340	2,340
404	Interior and ROW		0	-
405	Lake Extended		365	400
406	Common Area Contingency			-
500	Office Supplies	890	476	660
501	State Annual Filing		40	50
502	Tax Preparation		0	-
503	Website Hosting Fee		151.79	160
504	Supplies		0	100
505	Bank Fees		22.5	-
506	Printing and Postage		197.83	300
507	Lien Filings		64	50
600	Social Events	300	561	550
601	Annual Party		375.83	400
602	Halloween Party		184.92	150
603	Annual/board mtg. supplies			
700	Capital including Walkway/Dock (3)	2,000	352	-
800	Mainenance and Supplies		1,351	3,400
801	Entry Marker		556.86	300
802	Trails		0	500
803	Chemicals and Spraying		259.91	2,000
804	Fish Re-Stocking		470	500
805	Cul-de-sac Phases 3 and 5		63.93	100
900	Contingency and Miscellaneous	2,500	-	2,750
	<b>Total Expenditures</b>	<b>\$ 19,200</b>	<b>\$ 17,572</b>	<b>\$ 24,135</b>
	<b>Estimated Carry Forward</b>	<b>\$ 9,650</b>	<b>\$ 11,910</b>	<b>\$ 6,525</b>

30% max carry forward limit \$ 7,250

(1) General was paid in 2009-will be paid in current year moving forward

(2) Remainder of mowing came out of Account 900

(3) Purchase of catwalk was done in December 2009 (\$1500)

## LANDSCAPING COMMITTEE

**Chairperson:** The Chairperson will be appointed by the President of the Board and the committee shall report directly to the Board.

**Membership:** The Chairperson can engage the assistance of other HOA members to assist in completing the assigned tasks.

**Term:** This STANDING committee will operate until the next regular annual membership meeting in November.

**Goal:** To develop and present a plan to the Board that will increase the enjoyment of common space by maintaining planted areas.

### Tasks:

- Mowing: Develop a plan for mowing, guide mowing vendor, and update mowing progress at regular Board meetings.
- Entry Markers: Provide for routine care including weeding, mulching, flowers, lighting, and holiday decorations.
- Cul-de-sacs: Provide for routine care in Phase 3 and Phase 5.
- Prepare a written summary statement with cost estimates for such maintenance to enable the Board to establish a budget for such maintenance.
- Implement routine maintenance and other projects as directed by the Board and within the established budget.

## LAKE HABITAT COMMITTEE

**Chairperson:** The Chairperson will be appointed by the President of the Board and the committee shall report directly to the Board.

**Membership:** The Chairperson can engage the assistance of other HOA members to assist in completing the assigned tasks.

**Term:** This STANDING committee will operate until the next regular annual membership meeting in November.

**Goal:** To develop and present a plan to the Board that will increase the enjoyment of the lake by improving fish habitat and aesthetic appeal.

### Tasks:

- Review comments received from government and private agencies regarding various solutions for the treatment of the lake to enhance fish habitat and usability.
- Review the appearance of the lake as seen by those using the area.
- Develop a recommendation to the Board that will meet the desired criteria. Include a written summary statement with cost estimates for such improvements to enable the Board to establish a budget for such improvements. Indicate alternative approaches and costs, if appropriate.
- Implement improvements as directed by the Board and within the established budget.

## **SOCIAL COMMITTEE**

**Chairperson:** The Chairperson will be appointed by the President of the Board and the committee shall report directly to the Board.

**Membership:** The Chairperson can engage the assistance of other HOA members to assist in completing the assigned tasks.

**Term:** This STANDING committee will operate until the next regular annual membership meeting in November.

**Goal:** To develop and present a plan to the Board that will increase the enjoyment of the neighborhood by creating social activity opportunities.

### **Tasks:**

- Gathering: Plan and execute at least one homes association membership gathering this year.
- Halloween: Communicate with the Avenaim family regarding the mutual benefit of collaborating or providing financial or other assistance at the annual Avenaim Halloween party.
- Provide a social experience including refreshments at the annual member meeting in November.
- Implement events as directed by the Board and within the established budget.

## TRAIL SIGNAGE COMMITTEE

**Chairperson:** The Chairperson will be appointed by the President of the Board and the committee shall report directly to the Board.

**Membership:** The Chairperson can engage the assistance of other HOA members to assist in completing the assigned tasks.

**Term:** This SPECIAL committee will operate until the tasks are completed, but not later than the next regular annual membership meeting in November.

**Goal:** To develop and present a plan to the Board that will increase the enjoyment of trails in the common space by naming trails and developing related signage.

### Tasks:

- Trail Identification: Develop a plan for naming and/or otherwise identifying the “horse and walking” trails.
- Trail Signage: Develop a plan for the construction and installation of signage helping to identify trail names and/or direction of travel from signage points.
- Prepare a written summary statement with cost estimates for such signage implementation to enable the Board to establish a budget for signage.
- Implement recommendations as directed by the Board and within the established budget.