

Weatherby Homeowners Association  
November 16, 2008  
Board Meeting

Board Members Attending: Tawna Wilsey, Becky Fox, Richard Tarter  
Officers Attending: Mary Armstrong  
ACC Member Attending: Ted House, Jodi Pugsley  
Homeowners Attending: None  
Call to order: 6:10pm  
Quorum present: yes

1. **Minutes from previous meeting** – Motion to approve October's minutes. MSP 4/0.

2. **Miscellaneous** – Pat has signed the code of conduct and it is on file with the secretary. Reviewed the Process and Procedure Manual (thank you Tawna). Each Board Member and ACC member received a copy. Contents of P&P manual are on the website or from the CAI (Community Associations Institute) website. Each member is expected to keep their copy up to date when new items are emailed to the Board (and subsequently posted on the web site). The manuals will be turned over to the next officer(s) when an officer/acc member's term is up. Motion to reschedule next month's Board meeting from 12/21 to 12/14 due to the holidays – MSP 3/0

\*Action item: Kevin to update the website with new December BOD meeting date

3. **Officer's Reports**

**Treasurer Report** – Current balance: \$6,095.00. Motion to have the HOA books audited by an outside accounting firm by the end of March was approved - MSP 3/0. Motion to hold Budget meeting at Alphys on 12/18 was approved - MSP 3/0

\*Action item: Rich to purchase Quickbooks as approved at the October meeting

\*Action item: Mary to reserve a room at Alfys for the Budget Meeting

\*Action item: Becky to send Pat the budget and receipts

\*Action item: Pat to draft a letter for the budget meeting including budget vs. actual for 2008, a proxy that can be returned to the Secretary, and the proposed By-law amendments. (Mail by 12/1)

\*Action item: Becky to prepare the By-law amendments.

**Presidents Report** – Discussed the need to draft a Policy and procedure for how to handle incoming communication to ACC/Board. This is so all necessary officers/directors/ACC members are notified and kept in the loop when discussing different types of critical issues.

4. **Committee Reports** –

*Maintenance committee* –

\*Action item: Becky to contact Craig to see if he got a cost for a new transformer for the lights around the waterfall.

*Website committee* – Email address for Directors was added. Tawna and Kevin will work on cleaning up the website after the first of the year.

*ACC*- Working on the responses from the letters sent out in October. All but 9 homes have replied.

*Landscape committee*- Olde has requested to bid on the landscape maintenance.

\*Action item: Tawna to check with Nell on other landscape bids.

5. **New Business**

*By-law Amendments* – Motion to approve the By-law amendments as sent out via email by Becky MSP 3/0

\*Action item: Becky to work on cover letter explaining the amendments. This will go out with the Budget meeting notice.

*Resolutions 8, 9, and 10* – Motion to accept Resolution 8 – What is a record definition, Resolution 9 – Document Request and Associated Fees, and Resolution 10 – Number of Voting Members in the Same Household was approved MSP 3/0

*Minutes* – Secretary to add bullet points for action items in the minutes and get first draft of minutes out at least 7 days prior to the next months meeting.

*Management companies* – Jody to get quotes from Management companies to take over running the HOA.

\***Action item:** Tawna to send Jody CAI information.

*Mail vs. email* – Need a signed statement from each homeowner who would like to receive HOA information via the email instead of regular postal mail.

\***Action item:** Mary to draft a statement to be sent out via email. Have homeowner sign and mail back to the secretary and keep them on file.

6. Motion to go into executive session to discuss ACC issues MSP 3/0.

Next Board Meeting: December 14, 2008, 6:00pm, location –Connie Berner’s house

Meeting adjourned: 7:30pm