

**Grassland HOA Association  
Board Meeting  
November 5, 2012  
Minutes**

The meeting was called to order at 6:51 p.m.

There was a quorum present.

Board Members present were Tom Knittle, Barbi Jones, Tracye Gearhart, DJ Holster, Gary Hires, Joni Hires, Lisa Holderness

Staff Members Present: Pam Lacy and Melissa White

Residents Present: Rick Borland

**Minutes:**

The minutes of the October meeting were reviewed. Barbi made the motion to approve the minutes from the October 1, 2012 meeting. Lisa seconded the motion. All were in favor. The minutes passed.

**Financials:**

Lisa reviewed the financial reports and highlighted some of the line items that were over our budgeted amount. Discussion and question took place. Barbi made the motion to approve the financial reports, Tracye seconded the motion. All were in favor. The financials were approved.

Tracye made the motion to add Lisa Holderness, the treasurer, to the Bank Signature Card. Gary seconded the motion. Pam reminded that we need to revise the whole signature card and specify who will be on the signature card. The Board decided that Tom Knittle, Barbi Jones, Lisa Holderness and Pam Lacy will be included on the signature card. Tracye made the motion to approve the names to be changed/added on the signature card. Gary seconded the motion.

All were in favor. Pam will get the documentation to the bank and let the 3 Board members know when the signature card is ready to sign so each of the members can go to the bank and sign the card.

### **Manager's Report:**

Pam reported that the Annual Canned Food Drive will be held on Sunday, December 2<sup>nd</sup>. She will be sending out cards to the residents letting them know what canned food each street will provide.

There was some vandalism to a water meter on one of the common lots that will require a fairly costly repair.

Melissa reported that she will be getting the newsletter together this week and is requesting any information that anyone wants to include be given to her this week.

### **Violation Committee:**

Tracye reported that a committee had been formed to revise the violation letters that will go out to residents who are found to be in violation. In addition, what the process of verifying the violation and following up to make sure the violation is remedied. A second letter will go out if the violation has not been remedied giving them 10 days to correct the violation. If, after 10 days, the resident is still in violation, a letter will be sent to the resident letting them know that the Board will be voting to assess a fine for the violation and that they have the right to meet with the Board to appeal or explain their case. Tracye is going to work with Melissa on the wording of each letter.

### **Future Meeting Dates:**

It was discussed that the meeting for January will be Tuesday, January 22, 2013 at 6:30. New agenda items for that meeting will be the 2013 Budget and the Nominating Committee for potential Board Members.

Additional meeting dates were decided tentatively for the 3<sup>rd</sup> or 4<sup>th</sup> Tuesday of each month as follows:

January 21, 2013

February 19, 2013

March 19, 2013

April 23, 2013 (Annual Meeting and Board Meeting)

May 21, 2013

June 25, 2013

July 23, 2013

August 20, 2013

September 24, 2013

October 22, 2013

November 12, 2013

Barbi made the motion to adjourn the meeting. Tracye seconded the motion. All were in favor. The meeting was adjourned at 7:31 p.m.

Respectfully Submitted,

Joni Hires  
Secretary