

Grassland HOA Association

Board Meeting

February 19, 2013

Minutes

The meeting was called to order at 6:31 p.m.

There was a quorum present.

Board Members present were: Tom Knittle, Barbi Jones, Lisa Holderness and Tracye Gearhart

Absent: Gary Hires, Joni Hires and DJ Holster

Staff present: Pam Lacy and Melissa White

Residents present: None

Minutes:

The minutes of the January meeting were reviewed. Tracye made the motion to approve the minutes from the January 22nd meeting. Tom seconded the motion. All were in favor. The minutes passed.

Financials:

Lisa reviewed the financial report for January. She reported that all looked good to this date. Nothing out of the ordinary as far as expenses went. Barbi made a motion to approve January financials. Tom seconded the motion. All were in favor. The financials were approved.

Manager's Report:

Pam presented two bids to replace the fence and was asked to collect at least one more bid. She will do so and report to the board via email as soon as she can get someone to give her another bid. The Board will discuss and vote via email so that the fence can be repaired before the pool opens in May.

Nominating Committee:

Pam gave Barbi the one response she received from homeowner Lee Hise. Barbi will contact Mr. Hise and the nominating committee will meet with him to advise him of the duties of the Board. Tom Knittle, Tracye Gearhart, Lisa Holderness and Lee Hise, if he is still interested after hearing of the duties, will all be listed on the ballot for the expiring terms.

Violation Committee:

Melissa presented to the Board a procedure to follow concerning homeowners that are past due.

1. A letter is sent to all residents who are late in dues payment.
2. A letter is sent to residents who are \$175 (or more) late in dues giving specific date on when

the resident is expected to pay in full. Resident will be asked to contact office if there are any questions.

3. If not paid, the Board will discuss the amount owed and what action, if needed, will be taken against resident. (This item will fall under the Executive portion of the "Discussion and possible action for non-payment...") A letter need not be sent to the resident for this discussion. In the event the Board decides a vote to lien is warranted:

4. A letter will be sent to the resident stating a vote to place a lien will take place at the next Board meeting on month/date/year. It will also contain the following:

1. Offer of a payment plan

2. Pay in full before date of Board meeting

3. If resident cannot attend the Board meeting when vote takes place, said resident may call the office and arrange a meeting with the board within "30 days." (The exact date will be written.) If resident does not respond to letter, pay the amount due or attend meeting, the vote will take place according to agenda.

This correspondence will be sent certified, return receipt. A copy will also be sent through regular mail.

5. In the event the Board approves vote to lien, the resident will be sent a letter (certified) informing resident of vote and if payment is not rendered in "30 days" (exact date will be written), the Board will retain an attorney to file the lien. All attorney fees and associated costs will be the responsibility of the resident.

The Board will be voting to decide if a lien is warranted on the following addresses for non-payment of membership dues at the next monthly board meeting:

Lot 35, block 20, Grassland Estates, Section 9

Lot 10A, Block 2B, Grassland Estates, Section 9

Lot 6, Block 19, Grassland Estates, Section 9

Lot 24, Block 14, Grassland Estates Section 9

Next Board Meeting:

Please note that the March Board meeting has been moved to Thursday, March 21st at 6:30 p.m.

Tom made a motion to adjourn the meeting. Barbi seconded the motion. The meeting was adjourned at 7:20 p.m.

Respectfully submitted,

Pam lacy
Facility Manager