



Eagle Bend West Community Association, Inc.

In the greater Harbor Village community- a great place to live!

Board Meeting

May 23, 2016

Western Mountains Property Management and Call-in

Minutes

Open

The meeting was called to order by President Bill Whitsitt at 4:04 pm.

Attending, either in person or by telephone in addition to Bill, were Directors Deborah Johnson, Dena Brunskill and Stuart Cole. Gina Walthall was unable to attend but had provided her proxy to Bill Whitsitt. Property Manager David Roberts also attended.

Since Secretary Gina Walthall was unable to attend the meeting, Bill agreed to take notes and provide draft minutes for consideration at the next meeting.

Notice Agreement

Everyone agreed that proper meeting notice had been provided.

Approval of Minutes of Board Meeting on 3/21/16

On a motion by Stuart Cole, seconded by Deb, the Board unanimously approved minutes of the March 21, 2016 Board meeting.

Ratification of E-Mail Vote to Approve Screening/Fencing Project at Canal Street and Harbor Drive

On a motion by Dena, seconded by Deb, the Board unanimously ratified the following resolution and its previous unanimous e-mail approval:

On April 23, 2016, Bill Whitsitt circulated the following resolution for an e-mail second and vote:

Bill Whitsitt moved that the screening/fence project for the Canal Street/Harbor Drive pump or lift station be approved in accordance with the Jerry Turley (contractor) concept drawing and price estimate of \$1414.00 provided by Dave Roberts, and that upon successful completion payment for the work be made from the Capital Reserve.

On April 24 the resolution was seconded by Stuart Cole and was approved by all Board members.

President's Report

In his President's Report, Bill noted progress on a number of projects that are underway (on which Dave Roberts later provided more detail).

He updated the attendees on the Design Guidelines revision and modernization project being led by Design Review Committee Chairman John Cannon. Bill asked the directors to suggest names of potential new DRC members, noting that while the Board has appreciated the service of current members Jack Anderson and Julia Botic, they are naturally less engaged given their attempts to sell their properties, and so it may only be fair to ask others to fill their Committee slots.

Bill encouraged the Board to be thinking about the Annual Meeting scheduled for August 4, including election of Board members and officers. There was discussion about beginning to ask for candidates, including with a mention in a forthcoming newsletter. In addition, Bill agreed to send out to the Board a potential planning schedule for the Annual Meeting.

Property Manager's Report

Dave Roberts provided a Property Manager's report that included updates on the recent removal of beaver and muskrats from the neighborhood, the landscape work underway at the north entrance to the community, entrance sign lighting, and shielding/fencing underway for the pump station at the intersection of Harbor Drive and Canal Street.

Dave indicated that he believes the Board should consider some work to improve the look of the Canal Street median because of tree root growth and perhaps other natural degradation that has occurred over time. The general Board view was that Tamus Gannon should be asked for suggestions, and Dave will follow up.

Treasurer's Report

Dena Brunskill's Treasurer's Report provided the overall evaluation that our finances are good. She will work separately with Dave and his staff on some reporting questions that she has. She indicated that she may request modest changes to one budget/accounting area.

There were several questions, and agreement among Dena and Dave with a suggestion by Stuart regarding write-off of a few cents being unnecessarily rolled over in our financial reports.

Disbursements and Check-Writing Policy

Dena discussed the need for us to complete action on a disbursement/check writing policy as a matter of due diligence.

She offered a motion, seconded by Deb, to adopt the following policy that includes several recommendations from our accountant, Steve Stahlberg:

Disbursements and Check-Writing Policy

All non-recurring disbursements must be made by check.

Recurring disbursements may be set up electronically with vendor via Electronic Funds Transfer with prior board of directors' approval.

The following are authorized to sign checks: board president, vice president, treasurer, secretary and property manager. Pre-signed checks are not permitted.

Single signatures are authorized for individual Board-budgeted check disbursements by of up to \$5,000, except that any check whose payee is also a signer requires a second authorized signature.

Budgeted disbursements in excess of \$5,000 and all non-budgeted disbursements require two check signatures.

Checks for any amount over \$10,000 require pre-approval of the board of directors and two signatures.

The new policy was approved unanimously.

Delinquent Payment and Lien Policy

Dena put forward a draft Delinquent Payment and Lien Policy for consideration. The draft had been reviewed for legal issues by our attorney, Alan McCormick.

Bill noted that the timing of the consideration is very appropriate since no one is willfully delinquent with dues payments and a new policy can and should be publicized for the future very soon.

After some discussion there was general agreement with the policy, but several Board members indicated that they had edit suggestions. As a result, Dena agreed to do a redline version of the draft with changes and to circulate it for an e-mail vote to be followed by ratification at the next Board meeting.

Capital Project (Walkway Graveling)

Deb moved that the Board approve a small (approximately \$1,100) capital project to upgrade the walking path across common area that connects Harbor Drive with Canal Street near the Pavilion by re-graveling. The motion was seconded by Dena and unanimously approved.

Executive Session

The Board went into executive session to discuss common area legal matters.

Adjournment

Without objection, Bill adjourned the meeting at 5:25 pm.

Submitted by Bill Whitsitt for Gina Walthall, Secretary.

Approved (date) 6-29-16

Signed Gina Walthall