

Harris Glenn Home Owners' Association

Board meeting

Held June 28, 2009 4PM

In Attendance:

Ken Blevins, Teddy Sherman, Ed Rodriguez, Marlet Castillo and Sam Wong.

Agenda:

❖ Meeting minutes from Dec 2008 and January 2009

Teddy and Ken to approve.

❖ Finance update and discussion on approval process

The process for requesting and disbursing funds will be a four step process: Initiation, Approval, Disbursement and Review. Initiator or Approver can send note to HOA manager for disbursement. Dollar thresholds for approvals are as follows:

- Less than or equal to \$500: Only one approver needed but initiator will need to wait 72 hrs for objections before proceeding.
- > \$500 up to \$1000: 2 members need to approve.
- > \$1000 up to \$3000: must be approved by President and Treasurer.
- >\$3000: entire Board must discuss before approving.

Finance Disbursement procedure will be posted on the website.

The Board needs to determine budget for each committee. We can review budgets for other HOAs which have clubhouse and pool to make an estimate.

❖ Committee Updates

○ Social Committee

Yard of the month program will award top 3 yards of the month a \$50 gift card: July – Sept 09

Need to have 10 signs made for yard-of-the-month. Signs will also include HOA website.

We will have a Neighborhood Garage sale on 7/25 from 7AM – 1PM. It will be announced on newsletter, and the local newspaper as well as Craig's list.

There is plan to have another Garage sale next Spring.

○ Public Works Committee

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Ken provided chronology on issues and progress on Park development for 2008 and before. Ed will post on website and will also post a PDF pool design once Ken provides the PDF

There was consensus that all projects greater than \$3000 will require a 3-bid process. If there are not 3 bids, a reason must be stated.

- Park Operations

Reviewed several pool and clubhouse rules from other HOAs as benchmark. There is consensus for now that there won't be a lifeguard in the pool (insurance savings) so rules need to reflect that. There is Clubhouse Rental Agreement from Heatherwilde HOA that is very thorough; we could use this as a starting point for our HOA. Marlet will have committee members comment on it. Consensus on using card key for pool as it will be convenient to track as well as activate/deactivate when necessary.

- Public Information/City Liaison

Website is ready. Newsletter will go out beginning of July. Need to order 4 banners to be placed in key locations to promote news on our website. Banners will be displayed as new information is posted on our website.

- ❖ General Discussion and Action items

- Sam will ask HOA manager to provide a copy of other HOA's budgets to review and estimate a budget for our pool.

- There was discussion to find out if we can add message board functionality to our current website.

- Teddy will follow on "forced-mow" issue. Have notices actually been sent?

- There was discussion on whether the basketball courts will be fenced in.

Consensus is that we will start without a fence and put a plan in place to add fence later as part of continual improvement.

- Marlet to find out membership dues for other HOAs with pool/park/clubhouse.

- Sam to get report for total income vs. total expenses for the last 5 years.

- Board reviewed park layout and determined that slight changes need to be made to accommodate parking requirements as mandated by the city. Parking determination has not yet been made.

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Minutes submitted for approval by: Marlet Castillo 07/07/09, revised 7/12/09