

Meadowbrook Condominium Owners Association
Board Meeting Minutes
September 15, 2009

Present: Susan Billy, Art Aguirre, Margaret Cho, Luke Reese

Meeting called to order 7:00 pm.

Minutes of July 8, 2009 approved. Redacted minutes to be posted on website.

- Team work- collections
 - Calculations for dues from homeowners and past due money from HDI. Margaret and Art will work to finalize the 10 homeowners and HDI's balance sheets by the weekend.
 - The Past Due collection process was reviewed. Actions and letters were affirmed with 5 template letters being identified. Susan and Luke drafted the 5 template letters which are now under final review by all board members.
 - Goal - print and mail by weekend. Minimally all letters will be mailed by October 1 to coincide with the 4th quarter dues payment date.
 - Six letters will be sent with balance checks to confirm late amounts including dues and late fees. Four letters (third notice) will be send indicating dues, late fees and interest with notice of intent to initiate liens. One lien will be initiated.
- Discussion
 - Request for Wetland education project funding of \$275. The board reviewed the proposal and suggested the use of the web site as a possible method of better coverage and convenience. Luke suggested and offered assistance to create a narrated slide set to educate the neighborhood about the wetland issues. Susan will chat with Nanette Alton to verify if this might be acceptable. The board would like to have this on-line for preview prior to the annual meeting and to be highlighted in the next newsletter. The board would like Nanette to have a 10-15 minute question and answer session at the annual meeting to launch further discussions.
 - Deron Goolsby has been mowing the front entrance at his own accord. Motion, second and approval to give Deron \$100 to cover his gasoline expenses from the landscaping budget line.
 - Motion, second and approval to expend up to \$50 to award a "Selfless, Giving, Good Neighbor of the Year Award." The board would like to make this an annual award with a nomination process to recognize good neighbors.
 - For Rent sign / RV parking / other complaints – no formal complaints have been registered with any board member – no issue at this point.
 - Snow plow bid. Susan has received a bid from last year's provider. The bid seems quite fair but in good stewardship the board will request additional bidders. Susan will seek 2 more bids.
 - Michigan Nonprofit Corporation paperwork received in the mail with October 1 deadline. Susan will check with Sally Theis to ensure that she didn't submit the paperwork. If not, paperwork will be submitted by October 1.
 - Set up time to visit new homeowners (3). Three new homeowners have moved into the neighborhood. Board member will pay a welcome visit to each new homeowner prior to Oct. 1 to ensure that they are aware of the Bylaws, website and dues schedule.

- Speed signs (time permitting) Susan saw a “Keep Kids Alive, Drive 25” speed limit sign on recent travels. The board thought the sign might be a good option for additional signs. We have no speed limit sign on the Perry to Ashbrook entrance way. Susan will check on the source and cost of these signs.

Meeting adjourned 10:30 pm.

Respectfully submitted,
Luke Reese, Secretary