

## Flagstone Creek Estates Board of Directors Executive Session – 11/21/13

**Recorded by Carolyn Duncan  
Secretary/Treasurer  
Flagstone Creek Estates**

A special meeting of the Board Members was held at the home of David Nelson, President on Thursday, November 21, 2013.

Board Members and Associate members present:  
David Nelson, Allan Phillips, Nadine De'Lasandro, Carolyn Duncan, Tom Bedingfield, Terry McClellon

Board responsibilities were discussed. There will be five on the board and two at large members. President and Treasurer/Secretary will have check signing authority, and day-to-day management of accounting services will remain with Nadine.

Responsibilities for Secretary will be to record minutes, pick up mail once a week at the. Nadine will pick up PO Box mail in January and February. Carolyn, as Treasurer/Secretary will have budget responsibilities, including timely budget documents are made available to other members of the BOD, and to follow the Secretary's Checklist for meeting minutes in 2014. (Attached)

The Vice President will have no check signing responsibilities. The position will assist the President with contractor bids from vendors, conduct board meetings in the President's absence and closely work with ARC Chairman and other Directors to ensure that the business on behalf of the Association is done each month. The VP has the last vote in official votes brought before the Board of Directors, and upon any ties after the Vice President's vote; the President's vote would break the tie.

Chair of ARC is a board member, and major areas of responsibility include: 1) Review and approval authority of homeowner modification requests sent to the board and ensuring it's compliance with the Flagstone Creek's Covenants, Conditions and Rules, By-Laws, 2) Addressing any concerns regarding conflicts with the city code enforcement. 3) Drafting documents, guidelines we use for landscaping guidelines and policies. 4) ARC inspection reports and violations are communicated to the Board, as per article 6.1, 6.2 of the CC&Rs, 5) Maintaining records of violations and letters of communication with homeowners per policies adopted. If not resolved, the ARC committee will get documentation, photos, etc. After 14 days, there will be a re-inspection of the same property. Upon violations found from this re-inspection, a 2<sup>nd</sup> notice will be sent per policy, and the violation it will be brought before the Board at the first available meeting for any additional action.

Motions were made by Alan:

1. To ensure that the complainant receives a courtesy response by the BOD in writing or by phone – 2<sup>nd</sup> by Terry (VP)
2. Webmaster – Jeff Lowe re-design first page of website to allow users to check on:
  - a. Modification request forms and additional information to help with changes
  - b. Hyperlink and instructions on how to issue a complaints or report CC&R violations, or report emergency situations like sprinkler problems on the page - [www.flagstonecreek.org](http://www.flagstonecreek.org)
  - c. Add link to a first page for complaint form.

After receiving bids for the pond maintenance and common areas, David made a motion award the tree replacement bid Vince Logs & Limbs, who provided a promise date of between the holidays for the work. Allan 2<sup>nd</sup>. Vince Logs & Limbs will use 30 gallon trees, replace diseased red oak and junipers, replace hollies with Nellie R. Stevens, all at a cost of \$1200-\$1500 dollars with a 1 yr. warranty.

Terry made a motion to finish the pond wall in December. Tom 2<sup>nd</sup>. It will cost approximately \$300 to repair.

Tom made a motion to contract landscaping company to clean the underbrush and sapling trees behind the retention pond. After reviewing budget allocations for 2013, Allan 2<sup>nd</sup>. It would cost \$1800-\$1900.

Motion made to request that Nelida maintain the quarterly newsletter. DN 2<sup>nd</sup>

Tom made a motion to have bi-monthly meetings beginning January 2014. Terry seconded.

***The checklist below was added to these minutes on December 15<sup>th</sup>, after adjournment of the special session with the knowledge that the process was to be approved by the board as a part of the normal business conducted at the session.- David Nelson President, BOD Flagstone Creek Estates HOA***

## **Flagstone Creek HOA Board Meeting Board Secretary/Treasurer Checklist:**

- 1) 1 Calendar Month before the meeting
  - a) Confirm Meeting Location
  - b) Prepare Meeting Notice Sent to Homeowners (**Annual** or **Periodic**)
  - c) Email Notice of Meeting to the Association Homeowners to [HOA-Members@flagstonecreek.org](mailto:HOA-Members@flagstonecreek.org)
  - d) Put a reminder on the Calendar of the deadline for checking for emails from homeowners who have asked for agenda items to be added. Any requests received between now and 14 days prior should be added to the [Additional Agenda Requests Document](#)
- 2) 2 Weeks before the meeting date
  - a) Check emails for any additional requests for agenda additions, send confirmations and add to final [Meeting Agenda](#).
- 3) Three to Four Days Before the Meeting:
  - a) Send one final notice to Post Notice of Meeting [HOA-Members@flagstonecreek.org](mailto:HOA-Members@flagstonecreek.org)
  - b) Make 5 Copies of Agenda and any financial documents received from members
  - c) Make 5 of Previous Meeting Minutes
  - d) Pick up Key from Meeting Location if necessary (American National Bank)
  - e) Print Members [Attendance Checklist as signup sheet](#):
  - f) Check Recorder/Phone is working
- 4) Meeting Day (arrive 15 minutes prior to meeting)
  - a) Use copy of the Agenda to record minutes (afterward change header to Meeting Minutes from Meeting Agenda)
  - b) Called to Order by President
  - c) Record that Quorum is present for voting purposes
  - d) Record resolutions from prior meeting and approvals of Prior Meeting Minutes
  - e) Treasurer's Report- as provided (Budget, Payment, Assessments)
  - f) Landscaping Committee Reports- as provided
  - g) ARC Report of Inspections- as provided
  - h) Review and Discussion of Additional Agenda Items Noted
  - i) Webmaster Report
  - j) Communications and Social Media Report
- 5) Document Board Members Changes, or Additions
- 6) Record Adjournment of the meeting time on minutes