Timberleaf HOA Officer meeting – November 20, 2011

Action Steps in Red

In attendance: Luke Chastain, MaryAnn Cochran, Sandra Hester-Steele, Kirk Farmer

* 2012 Officers will be:
	+ President – Luke
	+ Vice President/Code Enforcer – Kirk
	+ Treasurer – MaryAnn
	+ Secretary - Sandra
* Discussion of “squatters” in empty homes. Kirk will contact Community Liaison to verify HOA options.
* HOA Website – needs to be updated. Sandra will research services/costs for new website.
* Need to update homeowner email list – Luke will follow-up with list he has and ask for help from other officers to fill in missing contact info.
* Problems w/ C & R’s violations … neighbors should be encourage to contact Mayor’s Action Office on issues such as high grass, cars/trailers/etc. parked on street.
* Bank transfer – MaryAnn will change HOA credit card from Bob to Luke. Also decided to have two signatures for all HOA checks. *MaryAnn also verifying that prior board members have been removed from credit card authorization.*
* MaryAnn checks Camby P.O. Box weekly; Kirk will be back-up when needed.
* New Board will resume “welcome” to neighborhood with personal greeting and Dunkin Donuts gift card.
* Change notification of new HOA President with Secretary of State (**completed by Sandra 11/23/11**).
* Request for HOA Financial Statements to be shared quarterly – to be posted to website once site is revised and active.
* Sidewalk near corner of Glory Maple and Ashby in need of repair – Luke & Kirk will pursue vendors to complete repair (after winter).
* Attorney is currently researching HOA rights/feasibility to collect dues on vacant homes.
* Update Homeowner Map (diagram of all homes and homeowner contact info) – MaryAnn and Luke will work together to update information.
	+ Once updated, the map will be divided among the four officers for personal visits (introduction of new board).