Timberleaf HOA Officer meeting – December 14, 2011

Action Steps in Red

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

* Update Homeowner Map (diagram of all homes and homeowner contact info) – MaryAnn nearly completed this task; Luke will help contact those whose information needs to be updated.
* Collection of dues on vacant homes – MaryAnn spoke with HOA lawyer. Complicated (& costly) process with no guarantee of outcome. Group decided to not pursue at this time.
* Community Newsletter – Luke shared e-newsletter with all email addresses on file. Only two “bounced back” as undeliverable. Two people responded that they no longer reside in the neighborhood. Also received one new address to add to list.
* HOA Website – needs to be updated. Sandra shared free and low-cost options. Sandra will research further to determine which company to pursue for new website.
	+ Website desired features: easy to use, email addresses available for all officers and homeowners, domain: timberleafHOA, message board capability, downloadable files such as bylaws, C & R’s Architectural Review Form
* Vendor for landscaping & pond service – D-N-A contract approved by prior Board. Luke will contact Allan Curry to meet in person and request copy of company’s *Certificate of Insurance*.
* Bank transfer of authorized signatures. MaryAnn contacted the bank. Was told that all current signers and new signers need to come to the bank at the same time to make the needed changes. *Not practical to coordinate so many schedules*. Kirk will follow-up on options with a friend who works at the bank.
* Change notification of new HOA President with Secretary of State (form submitted 11/23/11, but returned for additional information – Sandra will follow-up).
* Discussion of “squatters” in empty homes. Kirk spoke with Community Liaison. She suggested HOA send her documentation verifying house should be empty. A letter then can be sent to the bank/mortgage company requesting eviction of squatters.
	+ Homes without power and/or water can be considered health hazard – Family Services can be contacted.