

# STILLWATER HOMEOWNERS ASSOCIATION MEETING OF THE BOARD OF DIRECTORS

Minutes of June 9, 2009 Meeting  
Held at 8151 Stillwater Circle

**MEMBERS PRESENT:** Mark Lawrence (President), Dave Newson (Vice President), Kim Hoegh (Treasurer), Cathy Hendricks, Michael O'Donnell, and Tom Greenholtz (Secretary)

**MEMBERS UNABLE TO ATTEND:** None, though one At-Large Director position is vacant.

**Quorum established.**

**I. OPEN SESSION:** No Members were in attendance.

**II. START OF MEETING:** Mr. Lawrence called the meeting to order at 7:04 P.M.

**III. OLD BUSINESS:**

1. Entrance: Mr. Lawrence noted that he and other members of the Board removed the bushes from the right side of the entrance and moved some bushes on the other side so as not to obstruct the entrance sign. The lamp at the entrance will also be replaced. Mr. Lawrence recommended consideration of a budgetary item in next annual budget to improve the quality of the signage at the entrance.
2. Parking: Mr. Lawrence noted that the street-parking issue, which had improved recently, was beginning to show signs of arising again. The Board noted that the Members should be reminded of the issue through the newsletter.
3. Pool Repairs: Mr. Lawrence reported that all of the pool repairs have been completed.
4. Sidewalk Repairs: Mr. Lawrence reported that the SHA did not have sufficient budgetary resources to complete all sidewalk repairs around various drop-offs and irregularities used to bypass drainage systems. The Board suggested prioritizing the repairs with the drop-off portions of the neighborhood sidewalks, and Mr. O'Donnell agreed to look at pricing alternatives for repairing these high-priority issues.
5. Design Review Board Approval: The Board confirmed its unanimous approval of the fence for Ms. Royal.

#### **IV. NEW BUSINESS:**

1. Pool Upkeep Issues: The Board has previously approved an annual payment to Mr. Davidson for upkeep of the pool. The annual SHA pool budget of \$1500 annually included Mr. Davidson's labor in (opening, closing, and maintaining the pool, plus the purchase of various chemicals. The Board confirmed its approval to pay Mr. Davidson the \$900.00 annual sum, with one Director dissenting.

The Board also discussed whether, in light of various issues regarding payments for pool chemicals, whether the SHA should investigate hiring a pool service for the four-months the pool is open. Mr. Hoegh agreed to investigate various options for contracting out the maintenance of the pool during the summer months, including the provision of chemicals and general maintenance.

Mr. Hoegh also noted that the Board should consider purchase of a table(s) with an umbrella for Members' use at the poolside.

Upon inquiry from Mr. Greenholtz, the Board noted that no problems have been reported regarding improper youth access to the pool area.

The Board also discussed restricting the phone service at the pool to 911 calls alone. The Board agreed that Members should have the ability to call for emergency help, but questioned whether the expense of maintaining a line for other purposes was necessary.

2. Receipts: Mr. Lawrence asked the Board to approve purchases for, among other things, gift cards for "Yard of the Month" awards; for new flags for mailbox decoration; and for landscaping materials. The Board approved all requests unanimously.

3. Annual Meeting: The Board noted that the Annual Members Meeting would be held on August 20, 2009. Mr. Lawrence suggested that the Annual Meeting be announced in the July Newsletter, as well as through postcards that would help provide for announcements of issues to be specifically discussed. The Board approved purchase of drinks for the Members at the Annual Meeting, but declined to authorize purchase of food.

Mr. Lawrence suggested that the agenda for the Annual Meeting include specific recognition of members who have provided help throughout the year, including the fall festival, neighborhood cleanups, and the like. He also suggested that the Board review its goals and accomplishments for the Members at the Annual Meeting.

The Board also discussed the recommendation to seek approval of new gas lamps for the neighborhood at the Annual Meeting. The Board's current proposal was further discussed, *i.e.*, to have the SHA pay for the actual open flame burners, with the Members paying for the installation. The SHA would assess payment for installation

directly to the Members by virtue of a special, one-time assessment of \$25.00. The Board made no decision as to its recommendations, if any, to be made to the Members in this regard.

The Board agreed to dedicate the August meeting of the Board of Directors exclusively to the Annual Members Meeting.

Mr. Newson requested to have tables set up for Members to sign-up for committee positions, as well as providing an explanation of various committee duties. Mr. Greenholtz noted that, with respect to the Design Review Board and the Covenants Committee, the Board was considering changes to the Bylaws to enable direct election to these committees by the Members. Mr. Hoegh and Mr. Lawrence noted that the July newsletter could contain information regarding committee positions if Members are interested in participating on various committees.

4. Summer Festival: The Board considered and declined to specifically request the holding of a Summer Festival. The Board noted that the Hospitality Committee had funds remaining in the Budget for such a festival.

5. Late Notices: The Board again renewed discussion regarding the Association's policy as to collection of past due Association dues. Specifically, the Board discussed whether courtesy letters should be sent to Members with an outstanding balance of \$50.00 instead of \$100.00 as previously decided. After discussion, including discussion of payment of specific fees to Morris Property for mailing of additional letters, the Board left its previously adopted policy in place.

6. Sidewalks: The Board agreed to prioritize the pricing of sidewalk replacement as discussed earlier in the meeting.

7. Newsletter Mailings and Ideas: Mr. Lawrence requested ideas for the July Newsletter. Mrs. Hendricks requested that the July Newsletter contain requests for keeping the neighborhood and common areas clean and free from trash, especially at the entrance. The Board also generally discussed how to reinforce the friendliness of the neighborhood. The Board agreed with two mailings in July, consisting of the July Newsletter and the cardstock announcement of the Annual Members Meeting.

8. Updating Bylaws: The Board tabled for one month its consideration of the two pending proposals to amend the Bylaws to increase member participation in the Association governance.

The Board discussed how to notify the Members of any changes in the Bylaws, should the Board adopt any such changes. The Board was generally in favor of using newsletter announcements, if such announcements are proximate in time to the adoption of changes. Mr. Hoegh also suggested use of the website.

**V. NEXT SCHEDULED MEETING:**

1. The next scheduled meeting of the Board of Directors is on July 7, 2009, at 8151 Stillwater Circle at 7:00.

**VI. ADJOURNMENT:**

1. The meeting was adjourned upon motion.

**The Board of Directors of the Stillwater Homeowners Association, Inc.**