

**Meeting of the Executive Board of Catspaw HOA
February 4, 2014 via telephone at 7pm**

Board Members in Attendance:

Dr. Frank Lee, President

Dr. Billy Dashier, Vice President

Charles Davis, Treasurer

Debbie Mackie, Secretary

Kice Stone, Road Committee Chair

Sid Heidt, Governance Committee Chair

Laurie Holmes, Communications Committee Chair

The meeting was called to order by President, Frank Lee at 7:03 pm

Treasure's report was reviewed. Tax returns will need to be reviewed. Charles made a motion that he and the President are allowed to approve the tax returns without having to have the entire boards' approval. It was unanimously approved.

The minutes of the 10/22/2013 meeting were reviewed and approved. The minutes will be posted on the community website, when created.

Susan Henderson requested to observe the meeting but did not call in.

Kice Stone gave the Road Committee report. The roads have been maintained for just over \$10,000. Payment was approved by the board. Status report informed us that Walnut Gap Rd was not able to be fully improved due to cold weather at this time and will be done in the spring. More gravel is needed. Thelma Gardner had asked that the road be improved all the way to Taylor Creek RD, but Catspaw does not go all the way to Taylor Creek Rd. therefore, we do not have the ability to maintain the road. There was a discussion about paving Clayson Rd due to ongoing erosion of that road. It was decided to be cost prohibitive. There is excessive traffic on this road due to Sue Aery renting her home on VRBO. Renters don't drive properly and are causing problems with the road. Board member, Sid Heidt, lives on Clayson and has seen the problems first hand. We need to speak to Sue Aery and inform her that she is responsible and needs to pay extra to keep the roads maintained properly. A LOT of money has been spent to maintain Clayson Rd over the last few years and it has become a very bad situation. It needs to be discussed at the annual meeting.

Sid Heidt gave the Governance Committee report. A motion was made by Sid Heidt to expedite a vote on issues by email. A quorum would be required and the vote would be approved as soon as enough votes were received. The vote would be recorded in the next meeting minutes. The motion was approved by all. We need to investigate past due accounts and what action should be taken against them. A motion was made by Sid that the Governance Committee investigate who and how to collect past due fees. Has the board ever put a lien against a property owner for past due fees? Certainly we need to review the past due accounts which total over \$10,000. Should we put a lien on the property to ensure we can collect these dues? The committee will review. Anyone over \$1000 perhaps should have a lien placed on the property. We should send them a notice that a lien is going to be placed against the property. A draft budget should be presented to the board in anticipation of the annual meeting. Any items to be taken out of the budget must be presented prior. Dues can't be billed until such time as the

Budget is approved by the membership at the annual meeting. There is a need to approve the next years' budget at the annual membership meeting in the coming years. Because the new bylaws were approved at the 2013 meeting, there will be a need to approve the 2014 & the 2015 budget at this years' annual meeting and move forward to approve the next years' budget. A reserve fund will need to be established on next years' budget as well. Due to the refund of the gate assessment, we have a credit balance. How do we balance the accounts because of this? The accounts should balance out by the end of the year.

Laurie Holmes gave the Communication Committee Report. She has reviewed how to do a POA website. There is a company that does POA websites. We can maintain it. Unlimited members are allowed. It is secure. Around \$315 is required for startup. Email is included. Membership directory is included. Laurie will send out a list of charges, etc... to the board. A motion was made and approved to move forward. We discussed when to set this years' annual meeting in July. 30 days are required minimum for notice to the membership.

Laurie sent out a list of costs for startup of the website on 2/5/2014. The Board approved \$500 in the 2014 budget to get the website up and running via email vote on 2/9/2014.

There was an email vote to change the system we use for our teleconference board meetings. It was unanimously approved by the Executive Board. We would have an 800 number to be used for meetings, the number and code would remain the same all year long.

Old Business

The new signs have not been put up. Roger Mechling needs to be contacted. Frank Lee will contact him and let us know via email.

No one had any additions or corrections for the minutes from the annual meeting.

The board approved to pay Susan Henderson to reimburse the mailing that she sent out in November.

Members that want to attend board meetings should be allowed to listen in but not speak. If they want to speak, a time limit will be imposed. Notice will be posted of meetings 7 days prior to the meeting on the community website.

The meeting was adjourned at 8:27 pm by Frank Lee.

