

**Minutes of Directors
Meeting
January 6, 2014**

Meeting Called to Order at 7:18 PM

Board Members in Attendance:

Howard Morrison
Peggy Capp
Tom Markham
Joanne Swift
Charley Heard – HOA Business Manager

Homeowners in Attendance:

Dennis and Teresa St. Hilaire
Lawrence Kitchen

Old Business:

Approval of November 11, 2013 meeting minutes

New Business:

Master Association - Steve Woolley has agreed to be the Hamlet representative- next meeting will be January 26, 2014

1. Financial Report – Charley Heard

- Review of Budget 2013
- Review of Budget 2014

It was suggested by Peggy to have Howard review the Reserve study to see if the allotted amounts reflect current prices for repairs that will be repeated in June by Perfect Patch.

We should get an estimate on removing, replacing and seal coating in the Spring.

- Update on Records & Document Retention-Drop box will be set up so that records can be stored electronically year by year

2. Design Review Committee – Peggy Capp- Peggy reported the Larabee deck was repaired. Ron Neal will be a new committee member. Tom will finalize the committee members and find a chairman for the March meeting.

3. Landscape Committee – Peggy/Wayne/Howard- Contract has been finalized with Keesan for 2yrs. An addendum was signed that we will get the same rate, without an increase for 2015.

4. Snow Committee – Charlie/Kevin/Larry- Charley Heard reported there is a major drainage outlet between #33 and #34. The swale needs to be kept open in the winter and it is being blocked by the plow. Joanne agreed to report this to Charlie Swift and have him contact Keesan.

5. General Maintenance- Lights will be repaired on Rodergate estimate is pending from electrician.

Lights are staying on in the gate house. Peggy will check with Norm.

New portable vacuum has been purchased for cleaning the carpet in the gate house.

6. Miscellaneous Items

- Peggy was asked by Dennis St Hillaire to see if we could add an addendum to the Landscape Contract to provide flexibility for the fall cleanup past the end of October if needed.
- Tree lights to be removed this week
- Annual HOA Meeting Wednesday February 26, 2014-
Joanne will get coffee, cups and water. She will recruit Charlie Swift for the setup of the chairs.
- Howard will distribute the old 2013 minutes from last year's annual meeting
- Charley Heard reported we are in compliance with DORA.
- Charley will consult with Bob Seaman, an attorney to make sure we are in compliance with the collection policy.
- Peggy will get projector for the meeting.

7. New Positions of the Board- Rich Denny and Lawrence Kitchen

8. Any Other Business- May 17th is the Spring Cleanup

9. Annual Meeting Monday February 24th

10. Next Board meeting will be March 10th at 18 Kligen Gate Ct.

Meeting adjourned 8:20 PM.