

CHATELAINE

BOARD MINUTES

DATE **July 27,2010** 06:00 PM
LOCATION **Thornblade cc**

Chatelaine Board — Ken Daly, Ben Ingram, Peggy Nelson, Phil Case
N&H - Rebecca Thompson

START - CALL TO ORDER

APPROVE MINUTES Reviewed and approved annual minutes from annual meeting, verified and certified vote for assessment. Minutes will be held for the next annual meeting and approved by membership.

COMMITTEE REPORTS

COMMUNICATION Committee members - P. Nelson, M Daly , Patti Case

Peggy presented plans for directory including cost. Cost is \$160 for 57. Approved making 75 copies at \$215.

Newsletter will be published by M. Daly and out early August.

ROAD - TECHNICAL Committee B. Ingram, L. Swan, W. Gerrus, K. Daly

Reviewed analysis of the proposal that county takes over our streets.
Board motion approved to accept the committees recommendation that the option of the county taking over roads is not feasible. The board will move on with the review to resurface the roads on a private basis.
The board accepted the road committee's report on the review of the technical specifications and the bid procedure. Board approves moving on to the financial part of the project.
Road committee report is attached and will be published to the membership.

ARCHITECTURAL committee D. Solpa, J Pope, Patti Case , K Daly

Board accepted and approved the architectural committee's review and approval of Loraine Henderson's deck project.

FINANCIAL REVIEW committee Phil Case, J. Cassell, D. Bracken, K. Daly

FISCAL YEAR ARTICLE XVI

The board had a motion and approved changing the internal budget year from July 1 to June 30 to a calendar year. To do so we will take the approved 2010-11 budget, divide all accounts by 12 including regime fees and multiply by 6. This will give us a July through December mini year to get in sync. with the calendar year.

BUDGET SHORTFALL

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Ken presented the budget shortfall for last year and previous years regime fees. There are 2 critical homeowners with Liens, one serious at three months past due with lien papers being issued, and 6-8 constant homeowners who go over 30 days late.

This causes the HOA cash flow problems. Must strengthen the collection policy.

FINANCIAL REVIEW

The topic of the "audit" as pointed out at the annual meeting by Mr. Donaldson was discussed. It is the intent of the board to meet all obligations of the covenants. The agenda for a financial review will be discussed at the next board meeting and a task list presented that would bring this board into compliance and deal with any previous issues. Mr. Case pointed out that as the HOA had changed management companies and had three different management companies represent us that we at least cover the last three previous years. The definition and scope of "audit" will be reviewed and presented to the board. Chatelaine has its annual tax and reporting forms prepared and signed by either a CPA or PA each year.

COLLECTIONS POLICY

Ken presented the collection policy. The covenants state the due date for regime fees as the last day of the month. Many homeowners wait until the end and miss that day and go late. The covenant committee will review that date and consider moving it to the beginning of the month. A push will be made to get everyone on direct deposit. A phone call will be made on the 45th day by the management company. Another phone call will be made on the 75th day as the lien notice is mailed. Past due statements are mailed with interest charges, any legal or direct costs related to the lien or collection activity. Board approved the policy.

ROAD REPAIR

BID ANALYSIS

Attached in the Road Committee report

FINANCIAL REVIEW

Discussed the statistics of how homeowners have respond to the special assessment letter. Rebecca will take a status letter from Ken showing the approvals by the board and the road committee's recommendation and send with a second request for a response to the assessment letter. Due date for response or payment is August 4th.

Discussion on how to treat homeowners who do respond is deferred until the final statistics are known.

NEW BUSINESS

The Donaldson's and the Constantines submitted invoices that they authorized and paid personally to be reimbursed by the HOA. Donaldson \$400 and Constantine \$2,200. Ken asked Rebecca to respond that the board would consider when the review of the Refined (builder) responsibility for warranty. It was also mentioned that the HOA has not paid previously for invoices not approved in advance by the board.

ADJOURN

THE BOARD ADJOURNED AT 8:15 PM.