



DATE	01/21/2008	LOCATION	10043 Forest Lake
TIME	7:30 pm	SCRIBE	Jennifer Wardell
MEMBERS	Mike Cianciolo	Susan Bard	Jennifer Wardell
	Melissa Mertes	Shelley Shipley	
Absent:	Ken Zeigler	Chrissy Walters	
GUESTS			

MEETING MINUTES

Call to order 7:36pm

Approval of Minutes

Minutes from January 8, 2008 approved as written.

Communications

10291 Andover has requested a payment plan. We are sending out a letter to detail the payment schedule to get the bill paid by the end of the year. At that point, we will remove the lien.

No Attorney responses to report.

Bills from the attorney have gone to Laura the past few months. Mike called to straighten that out and they should now be sending to the box.

Design Review Committee-We reviewed Ken's letters, one for the current members of DRC and one for the potential members of the DRC.

Website hosting will cost roughly \$25/month. We should be up soon at Glenwoodpreserve.com. Tome Kramer will have information regarding the website to Mike by 01/22/08.

Newsletter

Need to update Babysitter list.

Shelley will work on the newsletter to be sent out no later than Jan. 31

Need to reserve the room for the annual meeting. Shoot for Thurs March 13 7pm or for the first two weeks in March.

New Business

Assessments

From the Dec. 5 Kaman & Cusimano bill:

Mike motioned to assess 9942 Brookhill \$255 for filing with the courts plus \$225 filing fee advance billed on Nov. 21, 2007 for shed violations. Shelley seconded. All were in favor.

Mike motioned to assess 10061 Forest Lake \$255 for filing with the courts plus \$225 filing fee advance billed on Nov. 21, 2007 for shed violations. Shelley seconded. All were in favor.

Mike motioned to assess 9906 Parkland \$255 for filing with the courts billed on Nov. 27, 2007 plus \$225 filing fee advance on Nov. 29, 2007 for shed violations. Shelley seconded. All were in favor.

Mike motioned to assess 10291 Andover \$150 for the prep and filing of a lien and \$60 for a filing fee advance billed on Nov. 28, 2007 for a lien filing. Shelley seconded. All were in favor.

Mike motioned to assess 9758 Parkland \$150 for the prep and filing of a lien and



\$60 for a filing fee advance billed on Nov. 28, 2007 for a lien filing. Shelley seconded. All were in favor.

Mike motioned to assess 9883 Parkland \$150 for the prep and filing of a lien and \$60 for a filing fee advance billed on Nov. 28, 2007 for a lien filing. Shelley seconded. All were in favor.

Mike motioned that we allow Chrissy to pay the Dec. 5 bill from Kaman & Cusimano in the amount of \$2070.00. Melissa seconded. All were in favor.

From the January 4 bill:

Mike motioned to assess 10061 Forest Lake \$25 for an additional filing fee advance on Dec. 3, 2007 for shed violation. Shelley seconded. All were in favor.

Mike motioned to assess 9942 Brookhill \$25 for an additional filing fee advance on Dec. 3, 2007 for shed violation. Shelley seconded. All were in favor.

Mike motioned to assess 9923 Brookhill \$150 for the prep and filing of a lien and \$60 for a filing fee advance billed on Dec. 18, 2007 for a lien filing. Shelley seconded. All were in favor.

Mike motioned to assess 10061 Forest Lake \$85 to review resident correspondence and respond on Dec. 22, 2007. Shelley seconded. All were in favor.

Mike motioned to assess 9942 Brookhill \$85 for receipt of failure to pick up certified letter. Shelley seconded. All were in favor.

Mike motioned that we allow Chrissy to pay the Jan. 4, 2008 bill from Kaman & Cusimano in the amount of \$370.00. Melissa seconded. All were in favor.

Annual Dues

Melissa-queue labels and send to Mike

Susan-envelopes, Labels 8160, red invoice stamp

Shelley- Stamps

Would like to mail out by Jan31, planning to stuff envelopes and mail Sun. Jan. 26 or Mon. Jan 27 around 5 or 6pm. This will be a casual meeting.

Collection Policy

Dues are now due by Feb. 28th

Mike motioned to accept the 2008 collection policy. Melissa seconded. All were in favor.

Mike motioned to mail the letter outlining the payment plan agreed upon by the board to 10291 Andover. Susan seconded. All were in favor.

Mike motioned to send out Design Review committee letters to outgoing and incoming members. Melissa seconded. All were in favor.

Mike motioned to accept the 2008 budget. Jen seconded. All were in favor.

Mike motioned for Shelley to write the newsletter and for it to be included in the invoices. Melissa seconded. All were in favor.

MISC.

Six more houses have reached a balance due of \$500.

Susan motioned to begin lien filings on the following addresses on the condition that payment has not been received by January 28. 9768 Parkland, 9773 Parkland, 9856 Parkland, 9979 Parkland, 10234 Andover, and 10270 Dayflower. Melissa seconded.



All were in favor.

Mike motioned to rescind the motion for obtaining webhosting not to exceed \$10 per month. Melissa seconded. All were in favor

We are hoping to obtain webhosting at \$25 per month, because it originally looked like it would be around \$100/month.

Mike motioned for us as a board to allow him to meet with Tom in regards to the webhosting and setting up the website. Melissa seconded. All were in favor.

Mike motioned to allow Chrissy to reimburse Susan for stamps in the amount of \$12.71. Melissa seconded. All were in favor.

Excuse Absent Members

From current meeting Mike motioned to excuse Chrissy and Ken. Shelley seconded. All were in favor.

Motioned to adjourn at 9:20. All in favor.

Next meeting TBA

ACTION ITEMS (outstanding and new)	OWNER
1. Check into satellite dish screening 10282 Andover	Design Review
2. Check into storage container size 10203 Andover	
3. Keep contact with Lawyer on shed violation status	Ken and Mike
4. Send letter to Wendy Meister 10291 Andover for payment plan	Mike
5. Meet with tom regarding website.	
6. Purchase envelopes, Invoice stamp, and labels	Susan
7. Pay attorney bills and reimburse Susan	Chrissy
8. Print Invoices or send them to Mike for Printing	
9. Add assessments to accounts	
10. Filing	Ken
11. Letters to prospective DRC members/exiting DRC members	
12. Newsletter ideas	All
13. Check fence for repairs and painting needs.	
14. Newsletter	Shelley
15. Obtain a room/time for our annual meeting	
16. Check mail January 28 for payments	
17. Queue labels and send to Mike	Melissa
18. After January 28 begin lien filings	

Respectfully submitted,

JENNIFER WARDELL, Secretary

Minutes Approved Feb 11, 2008 [Signature] President

Treasurer's Report 2/11/08

Balance per 12/31/07 bank statement	\$ 22,138.17
Add: Deposits in Transit	2,000.00
Less: Disbursements	<u>(2,662.59)</u>
Total Cash	\$ 21,475.58
Accounts Receivable:	\$ 41,389.27