

Park Hills Homeowner's Association Board Meeting Minutes
March 25, 2008

Attendance: Susan deRoos, Sandi Cloppert, Kay Bostrom
Absent: Garrett Levy, Wally Howard

The meeting was called to order.

The minutes of the February 28, 2008 board meeting were approved with revision.

The minutes of the annual homeowner's meeting of February 28, 2008 were approved with revision.

The letter to homeowners advising of new board was approved with revision. Included are our goals for the year: update of design guide, improvement of website, review of gazebo common area maintenance, review of trail phase two, and review of surplus fund usage.

The letter to new residents used in welcome packet was approved. Kay will continue to deliver welcome packets until her replacement is identified.

The owner database will be maintained by the secretary who should be notified of resident changes so the database will be revised.

The outstanding bill for Peter Mayer of Isoc.net was discussed. Susan will call for information on services provided and how updating of the website can be done in a timely manner. She will send the information to the board.

Sandi reported that our current insurance does not require two signatures on the account held at 5th/3rd Bank. We determined it is advisable to have two signatories, assigning Kay as second. Further, the signatories on the safe deposit box will be Susan and Sandi.

Sandi reported all 2007 dues and late fees have been collected and financial materials have been delivered to the CPA for audit and tax preparation. She presented both the bank summary and check register for review and verification. Major expenses (trail maintenance, lighting, sprinkler system) need to be identified more clearly before the 2008 budget can be finalized. Matter is tabled until next meeting.

In the future, all services will require invoices and contracts. Matter to be pursued at next meeting.

A wish list for possible uses of surplus funds will be discussed at the next meeting.

Our next meeting will be April 15th.

The meeting was adjourned.

Respectfully submitted,

Kay Bostrom

