

**Twin Creeks III & Twin Creeks III Extended
Homeowners Association
Board of Directors Minutes**

March 4, 2007

Attendees: Matt McCormick, Donny King, Randy Isler, Julie Williams, Renee Mullikin, Sean Walker, Jeremy Zeman, Heath Krier (via telephone)

Meeting Called to Order

New Business:

Knowledge Transfer from outgoing board members to new members:

- Treasurer Responsibilities – Extensive and included purchase and sale letters to new property owners (PO) (includes \$35 administration fee), enters PO in roster, handles all banking (includes managing CD and Checking accounts), picks up mail from post office box, handles contracts for neighborhood (pool maintenance, general area maintenance, insurance, trash (future) and tax returns
- President – delegated responsibilities as required, general communications to board
- Vice president – handled all issues as required by president
- Secretary – communicated minutes and keeps records
- Member at large – handled all issues as required by president
- Committees – each past director chose an area and was responsible for dealing with issues surrounding Architectural/Compliance, Beautification/Directory, Social, and Pool
- It was recommended that the board continue with current vendors for general maintenance and pool maintenance
- Outstanding issues:
 - Speeding on 91st street – need to continue to monitor/help their effort in controlling excessive speeding.
 - Pool issues - guard responsibilities, resources at end of summer, use of refrigerator
 - Need to execute contracts with general maintenance contractor (spring color, weed control/fertilizer) and pool contractor ASAP

Continued discussion of treasurer activities:

- A/P functions
- Banking handled through BankFirst at 51st and Memorial
- Computer for book keeping is a stand-alone unit owned by Neighborhood (\$200).
- As of 3/4/07 there are 33 PO's that have not paid homeowners dues, possibly due to shifting of fiscal year end in March to January at Homeowners meeting in 2006.
- Recommendation by many in room to review hiring a service to perform Treasury function due to extensive accounting requirements and volume of transactions with vendors and PO's

Nominations of duties (nominated/second)

- President – Randy Isler (Walker/Zeman)
- Vice President – Heath Krier (Williams/Isler)
- Treasurer – Julie Williams (Isler/Krier)
- Secretary – Jeremy Zeman (Krier/Walker)
- Member at Large – Sean Walker (Zeman/Williams)

General Maintenance/Landscaping Contractor:

Motion was made by Walker to continue with B&D Landscaping (2nd by Isler)

Pool Maintenance: Agreed to review cost of additional hours at pool and review contract at next meeting.

Treasurer activities will continue with Millikin until signature cards are transitioned.

General Ideas suggested during meeting:

- Get a directory started – help with communication to PO's
- Look into a online forum/discussion board for communications
- Look into reseeding option from general maintenance contractor for repairing main entrance island

Entrance into record financial statements January 1 through March 3, 2007:

- Total Income 52,395.00
- Total Expense 1,788.95
- Net income 50,606.05
- Total Assets: 78,227.78
- Retained Earnings: 27,621.73
- Liabilities: 0.00

Action Items:

- Signature cards at Bank: Isler and Williams agreed to transition signature cards on March 27th.
- King and Walker to meet to transition pool information
- Mullikin and Williams to meet to transition treasurer information
- Gabrielson and Zeman to discuss (email due to Matt's travels) transition information (email setting, web posting, etc.)
- New board to discuss who will handle committees and communicate to volunteers for respective groups

Next Meeting set for March 18, 2007 1:30 pm at Zeman's (11933 S. 88th E. Ave) to discuss action items

Motion to adjourn McKormick, 2nd Zeman