

HUNTER'S BROOK HOA INC

INFORMAL MINUTES
BOARD OF DIRECTORS

DATE 1/30/2015

TIME

LOCATION – Panera Bread - Mansfield

Meeting called by: Board

Type of meeting: Informal

Facilitator:

Note taker: Lavin

Timekeeper:

Attendees: Vince DiLauro, John Lavin

Please read:

Please bring:

Minutes

Agenda item: 2015 Board Election

Presenter:

Discussion: Need to run an election of new board members (3) by mail, since we get zero to poor attendance at general meetings, will use regular post card size mailing to save money

Conclusions: Approved, cost to be announced, will require RSVP by April 1.

Action items	Person responsible	Deadline
✓ Buy postcard stock, print cards	Lavin	2/6
✓ Mail cards	DiLauro	2/13

Agenda item: Pre set board meetings

Presenter:

Discussion: Decided on April 8, June 10, August 5, October 14, December 9. Meeting dates will be published to our website.

Conclusions: Approved

Action items	Person responsible	Deadline
✓ Publish to site	Lavin	2/13

Agenda item: Establish HB HOA physical Address

Presenter:

Discussion: The corporation needs its own address, and not the address of the management company. A PO box is costly, so we had the town assign an address to the lot that we own that holds the detention pond. They complied and we now have our own address – 20 Carriage Road. Our mail is delivered as normal to the Crane Rd gang boxes.

Conclusions: Action approved and completed by John Lavin, one-time cost was \$30 from the Post Office

Agenda item: Prepare landscaping bid contracts for 2015

Presenter:

Discussion: The 2015 landscaping contract will need to be available to bidders for the 2015 grass growing season. We intend to separate cutting for landscaping from fertilizing this year, as we unhappy with the results last year.

Conclusions: Approved for

Action items	Person responsible	Deadline
✓ Rewrite new landscaping RFQ for cutting and fertilizing	DiLauro	March 15
✓ Publish RFQ to our website	Lavin	March 15

Other topics discussed:

Compose a delinquent dues time line of our letter process to homeowners being late with dues.

Produce \$100 invoice for North Warren Realty for the add displayed on our website.

Seek out 3 additional advertisers

Check on who has possession of the HOA owned lot deeds.

Check on possible sale of 2 cul-de-sac lots to Hunter's Brook residents.

OTHER HOA MEMBERS PRESENT: None

Resources:

Special notes: