

HUNTERS BROOK HOA INC

INFORMAL MINUTES

BOARD OF DIRECTORS

John Lavin, Vince DiLauro

DATE : September 9, 2015

TIME: 8pm

LOCATION : Panera , Rt 57 Mansfield

Meeting called to review election results, covering next 2 HOA fiscal years, and to bring new members up to date on last 2 years where board only consisted of 2 members.

Topics and Resulting discussion.

Officiate the election.

Results were reviewed and approved, 2 new members were installed: Regina Cedino & Dan Komorowski, 2 current members were re-elected: John Lavin & Vince DiLauro

Discuss board positions.

The new board discussed what members would be holding various positions. Results were;
John Lavin – President
Vince DiLauro – Vice President
Regina Cedino – Secretary
Daniel Komorowski – Treasurer

Review the proposed budget

Budget was presented by John Lavin and approved by board members
Dues will remain at \$27 per month per property.

Vendor invoices mailing direct to 20 Carriage Rd.

We need to make a concerted effort to have all invoices routed to our new HOA address in Hunters Brook. This will allow the board to SEE expenses, better.

Discuss signage at the detention basin.

It was determined that “No Trespassing” signage be purchased & installed in the detention basin, strictly for insurance purposes and to alert the property members, that usage is prohibited.

Get new directors setup with email ID & PW

All done.

Get snow contract out.

Vince created the new contract and John put it up on the web and did the advertising on HackettstownLife.com

Order HOA debit card.

Done and received. This is needed to avoid board members from putting out personal cash for things like stamps, envelopes, sprinkler batteries, etc. Card carries a \$350 balance and is operated like a petty cash account, and managed by Community Management.

Locate HOA property lot titles.

The board discussed possession common property LOT titles.

Should we have a bank lock box?

Board discussed the possibility, necessity and cost of a box.

OTHER IDEAS DISCUSSED

- Should HOA have some cloud storage for documents (Google Docs, DropBox, etc)
- Any change to board triggers new id and pw
- Creation of lien history document
- HOA Board playbook, for future board members
- Modify bylaws to include web meetings and web elections
- Community wide shredding event
- Board Member – “Ethics Pledge”

Meeting adjourned at 9:30