

HUNTERS BROOK HOA INC

INFORMAL MINUTES
BOARD OF DIRECTORS

DATE April 29 2014

TIME 8pm

LOCATION Panera – Rt 57 Mansfield

Meeting called by: Vince DiLauro

Type of meeting: Informal

Facilitator: John Lavin

Note taker: John Lavin

Timekeeper:

Attendees: John Lavin, Vince DiLauro

Minutes

Agenda item: Open Sealed Landscaping Quotes

Presenter:

Discussion: We opened 5 bid packages ranging in price from \$8700 to \$12,000 covering landscaping details as presented in our public request for bidding. Bid are now being examined, as some questions were posed.

Conclusions: Winner of the 2015 landscaping contract will be awarded shortly

Action items	Person responsible	Deadline
✓ Contact MJD with questions	Vince	Soon

Agenda item: Discussed 2015 Board Member Election

Presenter: John Lavin

Discussion: Will mail all residents a postcard containing requests for running for a board seat, as well as the procedure for voting. Voting will be done electronically using our website and unique PIN#s assigned to each member in good standing. Candidate bio's will be posted on the voting page.

Conclusions: Voting deadlines will be based on success of request for candidates

Action items	Person responsible	Deadline
✓ Purchase postcard stock	Vince DiLairo	May 3 2015
✓ Create and print postcards	John Lavin	May 8 2015
✓ Mail postcards	Vince DiLauro	May 11
✓ Design and publish voting pages on website	John Lavin	May 20

Agenda item: Prepare to build community bulletin board

Presenter:

Discussion: Design, build and install community bulletin board in mailbox area on Crane Rd.

Conclusions: To be used by Board and residents to post community messages

Action items	Person responsible	Deadline
✓ Approve design, buy materials	John & Vince	May 15
✓ Build and install bulletin board	John & Vince	June 1

Agenda item: Prepare Code of Ethics Document

Presenter:

Discussion: The Board of Directors should have a code of ethics to abide by. A signed and published document would communicate these ethics to the members.

Conclusions: Upon reaching a full board of directors (5), the document would be signed by all members.

OLD BUSINESS:

Three invoices were cut and emailed to the 3 advertisers currently taking ad space on the website at \$100 each. Advertisers are Century21 North Warren, Mountain Top Landscaping, Outdoor Entertainment Concepts.

Other Information

OTHER HOA MEMBERS PRESENT: None

Resources:

Special notes: