



Minutes from Officers/Board Meeting
Saturday October 21st 2006

The meeting was called to order by John Woodley, President.

Directors present were John Woodley, Hubert Floyd, Loretta King, Tanya Mayfield and Clark Abbott.

The minutes were asked to be recorded and accepted as the official and initial minutes of the newly elected Board of Directors.

Old Business:
None.

NEW BUSINESS

- ❖ Tanya Mayfield suggested that there would be separate meetings Officers Meetings and Board Meetings. **Board Meetings:** Would be an open forum for community and guests to come and voice concerns, opinions and ideas in presentation to the board in accordance to the adopted agenda. Comments would be limited to only 3 minutes in length in order to keep the meeting flowing and that all items on the agenda be covered. **Officer Meetings:** will be a closed meeting among the board of directors to consider and discuss suggestions of community and when the board members would conclude and vote one items to be assigned or implemented.

ELECTION OF OFFICERS

- ❖ Board of Directors for 2007:
 - a. *Officers:* John Woodley, *President* Hubert Floyd, *Vice President* Loretta King, *Treasurer* Secretary, *OPEN*
 - b. *Board at Large:* Tanya Mayfield, Clark Abbott, Open Seat
 - c. Each officer and board member was presented with a Community Association Reference Guide that further defines roles and give suggestions on operating an effective board and community.

TREASURERS REPORT

- ❖ Financial Records: John Woodley turned over all financial binders and records to newly elected treasurer Loretta King. Items included:
 - a. Account Book: Accounts of all homes in there books records as of 1994 to present
 - b. Receipt Book: Receipts of payments of residents 2002 to present
 - c. Check Book:
 - d. Stamp
 - e. Deposit Book
 - f. Bank Statements
 - g. Audit of account paper work performed by independent contractor
- ❖ Adopted rule: There will be at least two signatures on any checks written from association bank account. Authorized persons to sign check from this account. John Woodley, Hubert Floyd and Loretta King
- ❖ Dues due March 1, 2007, Physical year March 1- Feb 28
- ❖ The association has a current balance \$3,454.87
- ❖ John Woodley will pay the landscaper 250.00 for the work performed for October 2007
- ❖ Bank appt 1pm on Thursday October 26, 2006 to add Loretta King and Hubert Floyd to association back account signature card.
- ❖ . John Woodley proposed that we retain a Weisman, Nowack, Burry and Wilco Law Firm to review and redo current covenants and by-laws, retrieval of past due association dues and any other legal representation the association may need. The initial cost would be \$1000.00 for a calendar year. The board moved that we would table the decision and gather other bids from community law firms before a decision would be made.
- ❖ Hubert Floyd proposed purchase of Community Bulletin Board. Board moved that other bids will be looked into before a decision would be made.
- ❖ Tanya Mayfield suggested that all purchases be held until a complete review and set up of all financial record be completed by newly elected treasurer Loretta King and that there be a list of budget priorities prepared for 2007. Agreed by the board.
- ❖ A complete board packet is to be completed to include all proposals (at least 3 bids per new contract), current contractor contracts, latest financial statements. **Due by Dec 8th**

ARCHITECTURAL CONTROL

- ❖ Proposals: Hubert presented a development proposal for development in the following areas:
 - a. Development of front common grounds
 - b. Fencing
 - c. Community cleaning and repairs
 - d. Adopt A Road Program

Proposal will continue to be reviewed and discussed in first meeting in 2007 for implementation of budget priority items included in proposal.

COMMUNITY ENRICHMENT

- ❖ John Woodley and/or Tanya Mayfield will ask Maurice at 203 Walter Way to fill open seat on the Board at Large.

PROPERTY MAINTENANCE

- ❖ John Woodley will talk to landscaper about placement of flowers for winter and cold weather.

WEBSITE

- ❖ Hubert Floyd presented proposal and layout of new subdivision website (www.hairstonbridge.org). Website was approved by board with requests of updates and additions.
- ❖ Hubert Floyd will update the website with revisions by Friday Oct 27. Board will receive revisions and make modifications by Friday November 3, final revisions and reviews by Nov 6, and announcement and launch by Monday Nov 13, 2006
- ❖ Tanya Mayfield secured a graphics artist to complete drafts of the new community logo for review by Friday Nov 27th 2006
- ❖ Board approved official email to be used for all association or community communications to be: *hairstonbridge@yahoo.com*

The next gathering of officers and boards is pending scheduling of meeting space for community meet and greet for November or early December, announcement will be sent out to officer, board and community of date, time and location.

The next official board meeting will be held on Monday January 15th 2007

Meeting was adjourned at 1: 35 pm

Minutes prepared by Hubert Floyd