

PARKVIEW HEIGHTS HOMEOWNERS ASSOCIATION

BOARD OF DIRECTORS MEETING MINUTES

SEPTEMBER 10, 2015

CALL TO ORDER

The meeting was called to order at 6:30. Board members in attendance were Pat Altebaumer, Yolanda Levesque, and Clay Connor. In attendance from MSI, LLC were Jim Whatton and Allison Finnegan-Doyon.

OPEN FORUM

Two homeowners were in attendance. Roofing materials were discussed.

APPROVAL OF PREVIOUS MINUTES

The minutes from the June 9, 2015 meeting were approved with no changes.

MANAGER'S UPDATE

Financials – The Board reviewed the Financials for the month of July, 2015. After all questions were answered, the meeting continued.

Delinquencies – The Board of Directors reviewed the Delinquencies in detail. After all questions were answered, the meeting continued.

Covenant Violations – The Board reviewed the violation log in detail. The Board was also provided an update on the current violation with the attorney. The Board asked MSI to remain diligent on covenant enforcement.

OLD BUSINESS

- Item: Board Member Appointment
 - Discussion/Summary: The Board discussed appointing an additional Board member.
 - Board Decision: After a discussion, a motion was made, seconded, and approved to appoint Darcy Odell to the Board. Darcy's term will expire at the December Annual/Budget Ratification Meeting.
 - Action: MSI will update all databases.

EMAIL BUSINESS DECISIONS TO RATIFY

There were no decisions made by email in need of ratification at the meeting.

NEW BUSINESS

- Item: FY2016 Budget
 - Discussion/Summary: The Board discussed the timetable for the FY2016 budget preparation.
 - Board Decision: No decision was necessary at the meeting.
 - Action: MSI will draft a proposed FY2016 budget for the Board to review.

- Item: Annual/Budget Ratification Meeting
 - Discussion/Summary: The Board discussed dates for the meeting.
 - Board Decision: The Board decided to hold the meeting on Thursday, December 3, at 6:30 p.m. at the Fairfield Inn.
 - Action: MSI will reserve a conference room for the meeting.

- Item: Holiday Lighting Proposal
 - Discussion/Summary: The Board reviewed the proposal from DTM in detail.
 - Board Decision: After a discussion, a motion was made, seconded, and approved to approve the proposal.
 - Action: MSI will notify the contractor of the Board's decision.

- Item: Bank Change
 - Discussion/Summary: The Board discussed the change in banks from US Bank to Pacific Premier.
 - Board Decision: The Board tabled this item pending further review.
 - Action: No action was necessary as a result of the meeting.

- Item: Signs
 - Discussion/Summary: The Board discussed placement of signs in the community for meetings.
 - Board Decision: The Board asked MSI to place signs 48 hours prior to each meeting.
 - Action: MSI will proceed per the Board's direction.

NEWSLETTER ITEMS

The following newsletter items were discussed:

- Loss assessment rider
- Fairfield Inn advertisement

WEBSITE ITEMS

There were no website items discussed at the meeting.

ADJOURNMENT

With no further business to discuss, the meeting was adjourned at 7:50 p.m.