

**Spring Meadow Homeowners Association
Board Meeting Minutes
Wednesday, January 23, 2013
Mid Valley YMCA
7:00pm**

Members: Kristin Pohlschneider, Jeff King, Darrick Christensen, Craig Tress, Brian Ashdown, and Linda Howe

President's Intro

Minutes: Read minutes from 11/15/12 – Linda 1st and Darrick 2nd – Approved

Next Meeting: Tuesday, February 19, 2013

Treasurer Report:

Checking (Key)	\$3,091.20
Trust (Sterling)	\$4,400.00
Savings (Key)	<u>\$145,456.02</u>
Total	\$152,947.22

- Key Bank is going to waive bank fees when we transfer money to our Trust Account with Sterling.
- Need to keep a \$2500.00 cushion with \$2500.00 for expenses in Trust Account.

Community Activity Committee

Christmas Signs

- Best Holiday Lights – 2106 Cougar
- Best use of Lights – 4674 Falcon

Newsletter to go out with Dues Statement

Traffic and Safety

- Nothing new to report

ACC

- Shed request
- Talked about painted fences

Landscape Report

- Dog Signs – 2 up

Open Forum

Mr. Burke from 1570 Bobcat

- Asked about foreclosures and empty homes
- Street and traffic concerns

Old Business

- None

New Business

Sterling

- Annual Dues Mailing – mailed 1/17/2013 due March 15th
- Monthly accounting
- All homeowners correspond with Sterling
- Monthly neighborhood compliance drive thru

- Direct e-mail to Board
- Put on website about setting up automatic payments
- Contacts
 - Patti@SterlingManagement.net
 - SteveO@SterlingManagement.net
- Board Members need to set up a g-mail account
- Make sure that e-mail correspondence uses property address in subject line
- Remove Board Member e-mail links on the website. All correspondence starts with Sterling staff.
- Discontinue the voice mail. All Homeowners should now call Sterling directly.
- Prior to March 1st draft a newsletter /information sheet to mail out
- Sterling will inform the Board on any calls from Homeowners that needs a Board response.

Homeowners Dues

- Make a list of Homeowners who pay late to encourage them to pay on time.
- Need to figure out what houses have liens (some houses have multiple liens).
- Have Tony send copies of his information to Sterling.

- Must keep records for 7 years
- Paid storage unit end of February 2013
- Forward Mail from Mailbox to Sterling