

**MESA RIDGE TOWNHOME ASSOCIATION
BOARD OF DIRECTORS MEETING
Minutes of April 16, 2015**

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| ROLL CALL | Dana Barker | President |
| | Gene Pickett | Vice President |
| | Jane Rivet | Secretary |
| | Derek Hansen | Director |

QUORUM Yes
Established

ABSENT: None

Board of Directors Meeting

The meeting was called to order at 5:00 PM by Dana Barker, President.

Recording of Meetings

President Barker asked for discussion regarding recording of meetings to avoid any confusion on decisions being made by the board at meetings. After several comments a motion was made by Gene Pickett and seconded by Jane Rivet to rescind the words noted in the current **Policy Regarding Conduct of Meetings, number 9**, “audio recording of all or any portion of any meeting by Members is prohibited” and replace with statement to approve audio recordings. **Passed**

Open Forum

21 Members were in attendance, including board members. Pat Engelhart presented her resignation from the board to President Barker and he accepted same and thanked her for her contributions to the Board and to the Election Committee that conducted the March 19, 2015 election at the Annual meeting.

Several homeowners asked questions regarding the transfer of management to the Board. President Barker responded with answers to assure them that this transfer is legal and that the board would be fiscally sound in handling the business of the association. There was one question about the management fee portion of the quarterly assessment. The President assured the meeting that as a non profit organization that any excess funds at FYE 2016 would be turned over to the reserve account. Another question was asked in regards to understanding CCIOA. Jane Rivet suggested that an article in our next newsletter could inform the membership about this issue.

Approval of Minutes

A motion was duly made by Jane Rivet and seconded by Derek Hansen to approve the March 17, 2015 Special Board of Director’s Meeting minutes as written. **Passed**

A motion was duly made by Gene Pickett and seconded by Jane Rivet to approve the March 19 Board of Directors Meeting minutes as written. **Passed**

Management Report

The business report included the information that approximately 80% of the 1st quarterly assessment had been received to date. Copies of the management report were distributed to those in attendance. It discussed the management transition and the spring schedule of work anticipated. It included the new phone number for the association as well as some emergency phone numbers for community services. The current list of committees was included to identify the structure for the ongoing management process.

The review and approval of the financial reports, December 2014-March 2015, were tabled, as copies had not been received from the former manager to date. This item has been placed on the agenda for the May 21, 2015 board meeting.

New Business

A new cell phone for management purposes was requested for purchase. After discussion a motion was duly made by Derek Hansen and seconded by Jane Rivet to approve this purchase. **Passed**

Reimbursement expenses were itemized with copies of receipts for office supplies, postage, cell phone package, and new PO Box yearly fee. A motion was duly made by Gene Pickett and seconded by Derek Hansen to approve these expenditures. **Passed**

A Backflow Prevention Device Inspection request from the BMSA was noted as required. A motion was duly made by Jane Rivet and seconded by Eugene Pickett to approve the hiring and payment of the expenses to complete this yearly responsibility. **Passed**

A Swamp Cooler Contract, after receiving 4 bids for this annual expenditure, was presented to each board member for review and approval. TD Services, LLC was chosen for approval. This contract includes the spring start up and the winterization of the coolers for the fall. A motion was duly made by Derek Hansen and seconded by Eugene Pickett to approve the contract. **Passed**

A Bookkeeping Services Contract was presented to the board for review and approval. This contract will procure the services of Chris Wyman for \$20 per hour to maintain the financial records. A motion was duly made by Gene Pickett and seconded by Jane Rivet to approve this contract. **Passed**

Old Business

A non action board meeting is scheduled for April 30, 2015, Thursday, 5pm at Jane Rivet's home.

Committee Reports

Architectural/Landscape report was presented by Gene Pickett. A review of old records will give the committee a baseline for future plans to work on the items committee members are noting for review and approval.

Exterior Maintenance report was presented by Derek Hansen. A new work order form was made available to members. This form will be used to follow through on work requested, approved, and then assigned to a vendor for completion of the work. Reviewing roofs, gutters, concrete, painting, and member requests is an ongoing process for this committee.

Contracts report includes work being done to write contracts for painting and roofing for this summer.

Covenant Review report is in process of selecting committee members.

Hospitality report is in process of seeking committee members.

Adjournment

With no further business to come before the Board, a **motion** was duly made by Gene Pickett and seconded by Derek Hansen to adjourn the meeting at 6:20 PM. **Passed.**