

VALLEYFIELD HOA BOARD MEETING

MINUTES

FEBRUARY 25, 2008 7:30 TO 9:30 PM

STEFANIE'S HOUSE

MEETING CALLED BY	Board of Directors
TYPE OF MEETING	Regular Scheduled Meeting
ATTENDEES	Cathy Samperisi, Stefanie Hansen, Jen Schindler

Agenda topics

BOARD EMAILS

DISCUSSION	Discussion regarding multiple email replies in response to emails to the Board.
CONCLUSIONS	The Board decided that to be efficient, all e-mail replies would come from Cathy. Prior to her reply, the Board would have a chance to discuss the proposed response and provide input.

ITEMS FROM PRIOR BOARD

DISCUSSION	Discussion and status updates regarding items still outstanding from prior Board.
CONCLUSIONS	Cathy will contact Sharon at CPA to follow-up on status of transferring pool software to CPA from Dori. Cathy will request that Sharon contact Dori regarding the missing Home Depot Gift Card which may be lost and was left over from the Yard of the Month program in 2007. In addition, she will ask Sharon to find out where Publisher program is and request that it is forwarded to Stefanie as soon as possible for completion of the March newsletter. Jen will contact Amy Blosser regarding any minutes and the budget from 2007, as we were not given any hardcopies. In addition, Jen will ask Amy for any information on the wetlands/pond/dam area.

LANDSCAPING AT THE STINSON ROAD ENTRANCE

DISCUSSION	Discussion regarding work to be performed on the Stinson Road entrance and review of proposals, previously budgeted.
CONCLUSIONS	The Board has decided to contract with Parrish Landscaping to complete the landscaping on the Stinson Road entrance. The Board discussed the possibility of using mulch versus grass due to low maintenance and Drought issues. It was decided to have Parrish plant Bermuda grass on the hill and mulch around the trees.

STREET SIGN MAINTENANCE

DISCUSSION	Discussion regarding the status of street sign maintenance, previously budgeted.
CONCLUSIONS	The Board previously accepted a proposal from Parrish Landscaping to complete the street sign maintenance. Parrish is in the process of scraping, painting, and straightening the neighborhood street signs. The Board has noted that the signs will need to be replaced within the next year or two, but money would need to be budgeted for total replacement. The Board suggested that for replacement, future Boards may wish to look at PVC-type sign posts, due to lower maintenance costs. The Board further notes that \$3000 was budgeted for this project. We contracted with Parrish to perform the work for \$1000, thus saving the community \$2000.

SHARON/CPA CONTRACT

DISCUSSION	Discussion regarding the renewal of CPA's contract and price increase for this spring.
CONCLUSIONS	The Board voted to sign another contract with CPA for property management, despite the rising costs.

DEPOSIT HELD WITH CRESCENT BANK

DISCUSSION	Discussion regarding the \$20,000 currently in a deposit account at Crescent Bank and if there were additional ways to keep the money liquid, but earn interest at a higher rate.
CONCLUSIONS	Cathy to look at Crescent's online banking information to see what options are available, i.e., money markets or other liquid accounts. Should the Board decide to transfer the money to a higher interest bearing account, the Board will need to discuss the process with Sharon.

POOL CLOSET/COMBO LOCK BOX

DISCUSSION	Discussion regarding the combination lock box at the pool and filing cabinet stored in the pool closet, which was utilized by the previous Board.
CONCLUSIONS	The Board has decided not to continue the previous Board's practice of storing correspondence in the locked pool closet. If any sensitive information is being stored in the cabinet, the Board would like to have the lock box combination changed. Ultimately, the Board would like the filing cabinet to be cleaned out.

ARCHITECTURAL REVIEW COMMITTEE

DISCUSSION	Discussion regarding the Architectural Review Committee and having the ARC continuing to be chaired by Tim Pollachioli.
CONCLUSIONS	Cathy previously spoke to Tim regarding his continuing to chair the ARC and he has expressed his agreement to continue on at that post. Tim has also agreed to attend our next meeting, if his schedule allows.

ICE CREAM SOCIAL/POOL OPENING

DISCUSSION	Discussion regarding the upcoming Ice Cream Social. The Board was told that the pool company provides Ice cream for the annual ice cream social and it was discussed coordinating the ice cream social with the pool opening.
CONCLUSIONS	Without looking at the pool contract, the Board determined possible dates for opening and closing the pool. For the opening, May 10 th was selected with the Board hosting the ice cream social at noon. It was further decided that the pool should close on September 13 th . Cathy will email dates to Sharon to confirm with the pool company.

AUDIT OF CAROLINA PROPERTY ASSOCIATES

DISCUSSION	Discussion regarding the previous Board's suggestion regarding an internal audit, previously budgeted.
CONCLUSIONS	The Board has agreed that an internal audit might be a responsible decision to make and will look further into this project. Stefanie will contact an accountant's office to determine the cost and what will be involved.

OBSERVERS	None
RESOURCE PERSONS	None
SPECIAL NOTES	None

Minutes submitted by Jen Schindler and Stefanie Hansen on June 18, 2008, reviewed and approved on June 18, 2008.