

## **Trails End Homeowner's Assn., Inc.**

### **Board Meeting Minutes from June 30, 2007**

Meeting was called to order at 10am. Those in attendance were Dan Herrygers, President, Michael Knight, Vice President, Terry Brettner, Director at Large, Bev Kuseliauskas, Treasurer, Mary Brettner, guest attendee, Connie Libby, guest attendee, and Sal Jesuele, guest attendee.

1. Meeting minutes from March 31, 2007 board meeting were read and approved by Michael Knight and seconded by Terry Brettner.
2. Special Business
  - a. Review and approval of By-Laws. Dan Herrygers had attorney John Mahan look them over and he approved as read. Michael moved to accept By-Laws, Bev seconded motion. By-Laws were signed, witnessed and notarized. Two original copies will be kept with TE HOA files.
  - b. A copy of the By-Laws will be sent to each lot owner, along with a copy of the Articles of Incorporation, Covenants, Amended Covenants, Deed Restrictions, and schedule of future board meetings which are open to all HOA members.
  - c. Linda Sheffield has resigned as Secretary. A separate mailing will be sent to all owners asking for someone to volunteer for the Secretary position and to respond by July 20.
  - d. July 4<sup>th</sup> cookout – planning on about 30 to attend. HOA will provide hot dogs, hamburgers, plates, utensils, napkins and ketchup, mustard and relish. Owners asked to bring their own beverages and a dish to pass.
3. Unfinished business
  - a. Rules and signage for pool/clubhouse area – Mary Brettner to check sign catalog used in the school system; Dan to check on line. It was suggested to have a resident attorney, perhaps Sal, to check wording for liability before signs are purchased or created.
  - b. Pool heater – Dave Isom said he would fix it. Board still agrees not to turn heater on, but it would be easy to sell at a later date if it was repaired. Dan will follow-up with Dave Isom.

4. New business
  - a. Clubhouse security discussed after recent vandalism by non HOA members. Too many keys to the clubhouse are out in circulation. Board agreed to get new door handles on all entry doors and re-key deadbolts. These will force clubhouse users to use only the deadbolt locks on the doors. Vid K., Michael and Dan will coordinate getting this done in-house. A notice will go out Monday to all owners announcing that they will need to pickup a new key for the clubhouse from Dan and sign out the key in a log book in lieu of mailing a key out to each owner. **New keys will be available to owners beginning July 20. New access keys will need to be picked up and signed for in person from the association President or Vice President, by the property owner of record or their authorized designee.** Re-keying will be complete by August 1, 2007. Owners who use rental companies to rent out their cabins must be reminded that only owners are allowed to use the clubhouse facilities and not renters (this is stated in HOA documents). It was suggested any future replacement keys be made at the owner's expense.
  - b. Pool supplies and storage – pool caretaker, volunteer Vid Kuseliauskas, given permission to purchase a deck-sized lockable storage container for all pool supplies, chemicals and testing kits. Vid will be the only one with a key to the lock. (This was already in place at the end of the day.)
  - c. Property signage – signage such as “private property”, “members only”, pool rules to be posted at each entrance and fence. Michael will handle.
  - d. Budget – our fiscal year is January 1 through December 31. HOA never has had a budget. Bev will work on entering all expenses this year in QuickBooks to assist in budget preparation. This should be ready at September's board meeting.
  - e. Website – Michael to talk to Blaine again and give Blaine information on the geocities/ website. Board discussed putting by-laws, deed restrictions, contact information, etc. eventually on the website once all owners have received these documents.
  - f. Special assessment for clubhouse maintenance – annual dues will probably need to be increased in order to create a “reserve”. Current dues are \$300/yr/per lot. There are 54 lots, 3 acre parcels.
  - g. Staining estimates for clubhouse – Board suggested to also include painting trim at clubhouse when getting estimates. Michael and Dan to handle.
  - h. (Another) workday to repair and paint clubhouse trim – it was suggested to get estimates and not have members “volunteer”.
  - i. Tree removal – Vid, Dan and Michael to look at removing dead trees around clubhouse; also get quote from Rigo's crew.

- j. Roadside maintenance – Michael and Dan to ask Clay for quote on delivering rock to shore up eroding roadway culverts; check with Rigo to see if his crew could place the rock for us where and as needed.
  - k. Notification of all members of upcoming board meetings – Sat., September 22 @ 10am and Sat., December 15 @10am
  - l. Committee membership – volunteers needed for the following committees – Architectural Review and Deed Restriction Violation. A notice will go out to all owners Monday asking for volunteers for these committees along with a volunteer for the Secretary position and a notice announcing lock change at the clubhouse.
  - m. Due to the increase in ATV usage in the HOA and the possible liability it has for the HOA members, Terry volunteered to check state regulations on their use.
  - n. Labor Day cookout – planned on Monday, September 3. Pool will be kept open until October 1.
  - o. Treasurers report – cash on hand is\$17,904.52. Bev distributed an on-line printout from the UCB website as she is now on line. Four (4) reminder notices went out to members who have not yet paid their 2007 dues ...two payments were received leaving two owners still not paid.
  - p. Dan showed TE Membership Certificates that will eventually be mailed to each owner and a ledger to keep track of ownership changes....this will be discussed further at next board meeting.
5. Adjournment. Meeting adjourned at 12:15pm. Motion to adjourn made by Bev, Dan seconded motion.

Respectfully submitted,

Bev Kuseliauskas,  
Acting Secretary