

Mills Creek Association
Regular Meeting of the Board of Directors

November 21, 2019

Directors present: Pat Collins (President), Tom Schreiner (Clubhouse & Corporate Secretary), Lisa Madden (A&DA), Dave Clark (Grounds and Recreation), Patricia Steinmetz (Treasurer), Ken Peterson (Vice President and Pools), Tim Kelly (Social)

Bob Mealey (At-large) arrived later.

Also present: Kristin Harper (Assistant Corporate Secretary and Social), John from Lawrence Management

Directors absent: Walt Mott (Civic and Security)

Meeting called to order at 7:00 pm by Pat Collins

- Pat Collins motioned to add Tim Kelly to the Board as Social Director. Tom seconded the motion. All in favor; motion carried.
 - Tom clarified that Kristin Harper is unable to serve as Social Director as she is not formally a member (homeowner or married to a homeowner). Tim Kelly will serve until their marriage on February 29, 2020.
- Ken Peterson motioned to appoint Kristin Harper as Assistant secretary and Tom Schreiner as Corporate Secretary. Motion was seconded by Pat Collins. All in favor; motion carried.
- Pat Steinmetz moved to accept September minutes. Tom Schreiner seconded. All in favor; motion carried.

Reports:

- Pat Collins (President) submitted a written report

- Ken Peterson (VP & Pools) submitted a written report
 - Reserve study is complete and will be reviewed by the board prior to being made available to residents.
 - Lifeguards go back to school in August and all residents wishing to serve as lifeguards are welcome to apply.

- Pat Steinmetz (Treasurer) submitted a written report
 - The board should determine which paperwork will be kept in the office and which will be kept by Lawrence
 - Per John, Lawrence can retain the records should we wish
 - We have plenty of space in the office

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- Conclusion: Lawrence will keep the invoices for expenses and financial documentation at their office
 - US Bank account to have statement close day moved to the end of the month
 - John will talk to Paul on 11-21-19
 - 2020 assessments
 - 50 are paid at \$405
 - 30 are paid at \$380
 - 3 of these are back payments from 2019 (residents paid more than once)
 - We will bill them for the remainder of the assessment
 - 1 subplot is on a payment plan
 - Pat Steinmetz motioned to have 2020 \$405 assessment split: \$85 to reserve and \$320 to operating budget. Lisa Madden seconded. All in favor; motion carried.
 - Late fee of \$120 for assessments will be charged on 2/1/2020
- In absence of Bob Mealey, Board reviewed a copy of the reserve study.
 - Discussion: how to we approach “fully funded” (all of the money to finance obligations currently in the bank) vs. “fully funding” (plan to have the money to finance obligations when needed)?
 - John to clarify in the context of this year’s reserve study.
- Kristin Harper (Social) submitted a written report
 - Dave will take extra food to the firehouse after the Holiday party
 - Plan for approximately 150 attendees
 - Tim Kelly motioned to add Doug Ingle to the Social committee. Lisa Madden seconded. All in favor; motion carried.
 - Holiday party flyer will be on the cover of the Grapevine to encourage attendance
 - Pat Steinmetz will provide 5 year history of clubhouse rentals to build budget for 2020
- Tom Schreiner (Clubhouse) submitted a written report
 - Donna and Pat Steinmetz are working on organizing the office
 - Donna will not be working on Christmas Eve and New Years Eve. Lisa will publish these details in the Grapevine and we will put a sign in the door.
 - Maintenance is being performed per report
- Lisa Madden (A&D) submitted a written report

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- Dave Clark (Grounds and Recreation)
 - Maintenance planned:
 - Walking track – fresh material
 - Playground – fresh material
 - Drainage issue on basketball court – to be fixed
 - Snowplowing utilized once this year
 - Clubhouse light will be repaired by end of year
 - Bush blocking Mills Road trimmed

- Bob Mealey (at large)
 - Bob submitted invoice for the reserve study.
 - Reserve study:
 - Brick wall by the South Entrance could be replaced with a longer lasting material to increase longevity
 - Bob to get a quote on a different material
 - Future Center Ridge Road expansion could affect the need for replacement
 - Ohio Edison light poles need clarification. Bob is working with the state to determine ownership.
 - When will the Reserve Study be completed? We will need waivers if we are not to be fully funded.
 - Pat Collins called a special meeting on December 5th at 7 pm to review the reserve study and determine the path forward

Motion to adjourn meeting made by Tom Schreiner. Motion seconded by Ken Peterson. Meeting adjourned at 8:12 pm.