

**Summerfield HOA
November 2016 Board Meeting
Minutes
November 14, 2016**

BOARD MEMBERS PRESENT:

Tom Halfaker, Kevin Lowitz, Dick Woodward, Brad Phillips

BOARD MEMBERS NOT PRESENT:

Karen Leonard, Steve Williams

Guests Present:

None

Meeting called to order by Tom at 6:35pm.

REVIEW/APPROVE MINUTES:

Oct 2016 Board meeting minutes approved.

Tom made the motion to approve the October 2016 minutes.

Dick seconded. In favor - 3, against - 0

NEW BUSINESS:

The majority agreed to take up the new business item of approving a new board member to complete Karen Leonard's term of office as board secretary.

Tom made the motion to appoint Brad Phillips to take over the current term of office of board secretary. Dick seconded. In favor - 3, against - 0.

TREASURER'S REPORT:

Discussed HOA balance sheet as of November 14, 2016.

Discussed profit and loss budget versus actual.

Reviewed accounts receivable summary.

ARCHITECTURAL COMMITTEE REPORT:

Discussed project requests that were approved.

Discussed notices that were sent out.

Discussed the new window treatment standard revisions which incorporated feedback from the homeowners.

Discussed status of updated paint swatch scheme samples from Dunn-Edwards. The changes reflect current color availability and usage.

COMMUNICATIONS:

Discussed changes for website incorporating information for escrow companies, new email address in documents, architecture standard updates.

Need to send broadcast email regarding new paint standards.

Reviewed options to coordinate contact information updates between treasurer and secretary.

SPECIAL PROJECTS:

No report.

OLD BUSINESS:

Reserve study will be placed on website.

NEW BUSINESS:

None

Next meetings: December 8, 2016 at 6:30 pm
 January 10, 2017 at 6:30 pm

Location: Home of Tom Halfaker

Meeting adjourned at 7:55pm