

Brandon Ridge  
Board of Directors Meeting Minutes  
October 14, 2008

**Type:** Monthly Meeting  
**Attendees**  
**Board:** Tamara Gaspar, Eugene Brown, Darci Gervaise  
**Management:** Stacey Gillespie  
**Homeowners:** None  
  
**Location:** Henderson Properties – Meeting Room

The meeting was called to order at 12:05pm October 14, 2008

**Previous Minutes:** At 12:07pm a motion was made to approve meeting minute for the September 17, 2008 “Transfer of the Board” meeting. Minutes were seconded and approved.

**Old Business from Previous Minutes:**

**Appoint Officers -** Motions were made and seconded for the appointment of the new board positions at 6:15pm

President: Tamara Gaspar  
Secretary: Eugene Brown  
Treasurer: Darci Gervaise

**Document Review** – Stacey reviewed Covenants and By-laws with Tamara, Darci, and Eugene.

**Architectural fee** – At 7:25pm Tamara made motion to have the five dollar architectural fee removed. Darci seconded the motion. **Approved**

**Dog Stations** – Return of the dog stations.

**Committee Meetings** – Schedule committee meetings (ACC, Welcome, Social, Communications and Activity) – Stacey will provide info on what the committees will in tale.

**Playground** – Speak with the landscaper to get quote to get mulch and drains installed to maintain the playground area.

**Budget** – Review budget for 2009

**Website** – Decide what the plans are for the community website.

**New Business:**

**Term of position** – Terms of positions will need to be determined by the board. Per the By-Laws the term for position will expire after One, Two, and Three year terms.

**Management Report** - Stacey Gillespie reviewed the Management Report. This report consists of:

- A. Financials** - Currently we are at an operating balance of \$4,775.00
- B. Delinquencies** – Annual Assessments, violation fines, liens, foreclosures, payment plans, 1<sup>st</sup> late
- C. Violations** – Violations consisted of: trash cans visible from street, parking on street/grass, Lawn maintenance.
- D. Maintenance** – Credited \$1085 for the returned Fido Stations
- E. Action Items** –
  - 1. Hold was placed on all legal actions until contact could be made with delinquent homeowners
  - 2. Website payment was discussed and determined that we would not be using razor ball any longer, so the payment of \$12 for November did not need to be made. The new company 3iX would be paid for by Tamara and reimbursed from petty cash at a rate of \$12/year.
  - 3. Violation fines reversed for all homeowners with outstanding fines.
  - 4. Check request submitted for 20 cubic yards of playground mulch in the amount of \$503.86
  - 5. Review of CICID by management company
  - 6. Pursuit of meeting minutes for months that they were not turned in.
- F. Board Consideration** -
  - 1. Finalization of 2009 budget
  - 2. Date and time of Budget Ratification meeting – Tamara to find a location and possible dates and communicate them with Stacey and the other board members
  - 3. Create and Approve process for violations.

**Previous Meeting Minutes** – Motion was made at 12:10pm on October 14, 2008 by Tamara Gaspar to discontinue the pursuit of meeting minutes from the previous Board members for the months of June, July, August and September. Motion was seconded By Eugene Brown.

**Payment Plans** – Motion was made at 12:28pm on October 14, 2008 by Tamara Gaspar for board to go door to door and offer each homeowner that is delinquent on assessments to call the attorney within a 10 day period to make a payment plan or attorney will proceed with legal actions. Offer to waive as many fees as possible will be made to homeowner in an effort to gain payment. Motion was seconded by Darci Gervaise.

**Budget Review** - Review of the proposed budget for 2009. Management Company proposed an increase of \$20 due the previous board not increasing last year and the current state of the operating account. Tamara proposed keeping the increase to \$10 to keep it manageable. The decision was made to meet in the middle and increase the dues by \$15.

**CICID** – Motion was made at 12:55pm on October 14, 2008 by Tamara Gaspar to approve the CICID (Common Interest Community Information Disclosure). Motion was seconded by Darci Gervaise.

**Communication Grant** – Motion was made at 1:10pm on October 14, 2008 by Tamara Gaspar to apply for the City of Concord Communication Grant; grant to provide \$1 per house for communications. Motion was seconded by Eugene Brown. Documents were signed by Tamara, Eugene and Darci to contribute 3.5 volunteer hours for the grant.

**Budget** – Motion was made at 1:20pm on October 14, 2008 by Tamara Gaspar to approve the 2009 budget. Motion was seconded by Eugene Brown

Meeting adjourned at 1:24pm.

President Signature: \_\_\_\_\_

Secretary Signature: \_\_\_\_\_