

Montgomery West HOA Meeting
November 15, 2016
7:30 pm

Board Members in Attendance:

Mikayla Higgins, President
Rod Olaya, Vice President & AERC Chair
Michele Heffner, Treasurer
Mike Anderson, Secretary
Enitan Mason, Member at Large

Non-members in Attendance (as per attached sign-in sheet): Steve Kwilas, Charles LaBarge, Carolyn and Dudley Skinner, Vincent Delgado, Sundar Chockalingham, and Chris Rhawn.
(please provide members who asked for quarterly assessment via email).

Proxy forms received: Jack and Betty Egan, William Roberts

Opening

- Meeting called to order at 7:33 pm by President Mikayla Higgins

Board Introductions

- Member of the Board were introduced.
- Election information was provided for 3 vacancies of the board and 3 nominated candidates introduced themselves.

Business

The Secretary's highlights from the 2016 MWHOA Minutes were shared.

Treasurer's Report

- Payment will be encouraged through email billings
- Several assessments have been sent to P.O. Box—checks should be mailed to HOA bookkeeper
- Quickbooks is being upgraded to QuickBooks Pro to allow better sharing between the MWHOA Treasurer and bookkeeper for record keeping.
- Opened a Savings account at Wells Fargo for a reserve for legal funds for the recommended amount of \$50K
 - Now compliant as a result of information from the CCOC training
- Reserve funds for major repairs and replacements (such as the sign maintenance) are invested in bank CDs (3 CDs) with the objective of reaching the recommended amount of \$50K.
- Audit completed with no major findings
 - Indicated that annual reserve fund deposits were behind. This has been corrected.
- 2017 Budget
 - Bookkeeper funding was added

- HOA community county fee increased
- Storage unit for documents added (county recommended)
- Reserve fund contributions included as line item

2016 Improvements

- Signs were refurbished and met county requirements.
- The MWHOA website has been updated.
- Landscaping project completed at Swallow Court and Morning Dove Drive.
- Election protocols included proxy vote this year
- e-billing will be a new option forthcoming

Homeowner input

- Pond reconstruction updates unavailable (not communicated to the HOA by the county).
- Unfamiliar cars reported in the area as well as thefts from unlocked cars. HOA members should remember to lock vehicles.
- A question about street lights not operate normally was asked. The Montgomery County website will be checked and the number of the lamppost needing repair can be entered.
- Greenlink will take care of any landscaping issues within the contract if contacted.
- A question was asked about autopay/direct deposit and/or online bill-pay. This will be looked into.

Election

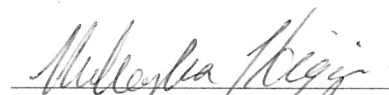
- Motion: Call to vote for new members by Mike Anderson
 - Vote: Motion carried unanimously
 - Resolution: Vincent Delgado, Michele Heffner, and Rod Olaya were unanimously elected to the 2017-2018 Montgomery West HOA Board. Officer positions will be decided by the Board at the first meeting of 2017, as per HOA rules.

Closing

- Motion: Call to adjourn meeting by Mikayla Higgins
 - Vote: Motion carried unanimously
 - Resolution: Meeting adjourned at 8:17 pm


Mike Anderson, Secretary

Date: 1/2/17


Mikayla Higgins, President

Date: 1/17/2017