

Minutes
Board of Directors Meeting
Shanahan Ridge 4 ("SR4")

Date: Tuesday, January 24, 2017

Time: 8:00 PM

Location: 3605 Silver Plume Lane (home of Tim Pletcher)

Present: Paul Culnan ("Paul")
Barbara League ("Barbara")
Tim Pletcher ("Tim")
Ed Sacks ("Ed")

I **Call to order:** at 8:08 PM by President Tim Pletcher

II **Purposes of Meeting**

- A. Approval of tree maintenance expense and HOA fee for coming year
- B. Designation of official roles of Board members
- C. Budget Planning
- D. Action Items

III **Approval of tree maintenance expense and HOA fee for coming year**

- A. A motion was made to approve Taddiken's bid for tree work behind 3630 (under HOA's jurisdiction). Cost: \$1947. Motion unanimously approved.
- B. After discussion, a motion was made to keep HOA homeowner fees at \$330, the same as last year. Motion unanimously approved.

IV **Designation of official roles of Board members**

- A. President: Tim Pletcher (no change from last meeting)
- B. Vice-President: Barbara League (nominated by Ed, seconded by Paul, elected unanimously)
- C. Secretary: Ed (nominated by Barbara, seconded by Tim, elected unanimously)
- D. Treasurer: Paul (nominated by Ed, seconded by Tim, elected unanimously)

V **Budget planning**

- A. Board members reviewed January-December 2016 expenditures and compared them to corresponding items in the 2016 budget.
- B. Board members reduced expenses, in relation to 2016 budget, by ca. \$2,500. A motion was made to approve the proposed budget and to place the resulting net income (ca. \$2,845) in SR4's general fund. Unanimously approved.

VI Action Items:

- A. Ed to work with Katherine Velasco re Secretary's duties, e.g.
 - i) Notes of Board meetings
 - ii) Web site
 - iii) Community emails and notices
 - iv) Cloud storage for HOA Board communications
 - v) Establish date for annual HOA meeting and reserve room at Reynolds Library
- B. Paul to work with Katherine re Treasurer's duties, e.g.
 - i) Checks
 - ii) PO Box rent
 - iii) Taxes
 - iv) Accountant's fees
 - v) Registered agent
 - vi) HOA subscriptions
 - vii) Legal forms

VII Meeting adjourned at 9:20 pm.

Respectfully submitted,

/s/ Edward S. Sacks

Edward S. Sacks
Secretary

Adopted by the Board

/s/ Tim Pletcher

Tim Pletcher
President