



HOA Meeting Minutes

Caln Township, Coatesville, PA

1. MEETING DETAILS

<input checked="" type="checkbox"/> Date	10/12/10
<input checked="" type="checkbox"/> Start Time	6:15 pm
<input checked="" type="checkbox"/> End Time	8:15 pm
<input checked="" type="checkbox"/> Location	President's home
<input checked="" type="checkbox"/> Meeting Type	Board Meeting
<input checked="" type="checkbox"/> Meeting Called By	President
<input checked="" type="checkbox"/> Note Taker	Secretary
<input checked="" type="checkbox"/> Goals	Budget review, Website discussion, Placement of 5 th HOA Board Member

2. BOARD MEMBER ATTENDANCE

<input checked="" type="checkbox"/> President	Present
<input checked="" type="checkbox"/> Secretary	Present
<input checked="" type="checkbox"/> Treasurer	Present via conference call
<input checked="" type="checkbox"/> Vice President	Present
<input checked="" type="checkbox"/> Member At Large	Present - appointed at this meeting

3. MEETING SCHEDULE

<input checked="" type="checkbox"/> Call to Order	6:15 pm
<input checked="" type="checkbox"/> Roll Call & Quorum	See #2 above
<input checked="" type="checkbox"/> New Board Member Vote	<u>MOTION</u> President – Motion to approve the 5 th homeowner HOA application as Member At Large for a 1 year term. 2 nd – Secretary Pass (4-0)
<input checked="" type="checkbox"/> Secretary's Report	Minutes will be ready for our next meeting. Minutes from time of Dewey Homes control not received yet. We need to locate these minutes.
<input checked="" type="checkbox"/> Treasurer's Report	2011 proposed budget was provided by Mid Atlantic Management. Budget was reviewed by board members with more work to be done regarding contractor quotes for landscaping, etc. Delinquency Report shows 29 homes owe a total of \$4,590.00 as of 10/12/10.
<input checked="" type="checkbox"/> President's Report	Welcome letter from HOA President was mailed to home owners by Mid Atlantic. Continued on next page

3. MEETING SCHEDULE CONTINUED

<input checked="" type="checkbox"/> President's Report Continued	<p><u>MOTION</u> President – Motion to name himself as the point person and sole contact with Mid Atlantic to avoid going over their monthly limit of service for Kings Grant HOA business. 2nd – Treasurer Pass (5-0)</p>
<input checked="" type="checkbox"/> Web Committee Report	<p><u>MOTION</u> Vice President – Motion to purchase domain and hosting from GoDaddy.com HOA URL will be www.KingsGrant.org. Website will be managed by Vice President with Secretary as the secondary name on the account. Board will develop procedures for determine what and when documents and notices are posted. 2nd – Secretary Pass (5-0)</p> <p><u>MOTION</u> President – Motion to use the www.KingsGrant.org website as the primary point of contact with home owners. Mass mailings sent out by Mid Atlantic to home owners will be limited to annual meeting notices, assessments, etc. Any and all other website used by the neighborhood including Meettheneighbors.org will not be used for official HOA business. 2nd – Vice President Pass (5-0)</p>
<input checked="" type="checkbox"/> Architectural Committee Report	<p>We need to look at how we will handle Architectural Violations as many homeowners have made changes without submit the required paperwork.</p>
<input checked="" type="checkbox"/> Community Events Committee Report	<p>No report</p>
<input checked="" type="checkbox"/> Old Business	<p>This is day 7 since the “Request for Funds” letter was mailed to Dewey Homes. The Board is waiting for their response.</p>
<input checked="" type="checkbox"/> New Business	<p>Management contract with Mid Atlantic must be reviewed to determine the limits of what they will do for the King’s Grant HOA. Secretary, President and Treasurer will review and discuss at a future meeting.</p> <p>Board should meet with Caln Township to walk the development to identify potential future problems when Dewey Homes completes construction. President and Vice President will schedule a meeting.</p>
<input checked="" type="checkbox"/> Next Meeting Date/Time/ Location/Type	<p>November 1st, 2010 – 6:00 pm – King’s Grant model home – Board Meeting</p>
<input checked="" type="checkbox"/> Adjournment	<p>8:17 pm</p>

***Minutes prepared by Secretary