



HOA Meeting Minutes

Caln Township, Coatesville, PA

1. MEETING DETAILS

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|---|---|
| <input checked="" type="checkbox"/> Date | 9/23/10 |
| <input checked="" type="checkbox"/> Start Time | 6:30 pm |
| <input checked="" type="checkbox"/> End Time | 8:30 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 | Informational meeting with Mid Atlantic Management Company (MAMC) |

2. BOARD MEMBER ATTENDANCE

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|---|-----------------------------|
| <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 | Vacant |

3. MEETING SCHEDULE

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| <input checked="" type="checkbox"/> Call to Order | 6:45 pm |
| <input checked="" type="checkbox"/> Roll Call & Quorum | See #2 above |
| <input checked="" type="checkbox"/> Secretary's Report | None |
| <input checked="" type="checkbox"/> Treasurer's Report | None |
| <input checked="" type="checkbox"/> President's Report | None |
| <input checked="" type="checkbox"/> Web Committee Report | Began discussing how the HOA would use a website to post official documents. All agreed that the "Meet the Neighbors" website is not "official". An estimated \$300 to \$500 needed to obtain a URL and hosting services. Future discussions are needed. |
| <input checked="" type="checkbox"/> Architectural Committee Report | No report. No plans submitted for review. |
| <input checked="" type="checkbox"/> Community Events Committee Report | No report |
| <input checked="" type="checkbox"/> Old Business | None |

3. MEETING SCHEDULE CONTINUED

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| <input checked="" type="checkbox"/> New Business | <p>Mid Atlantic representatives discussed the following topics:</p> <ul style="list-style-type: none"> -Task Tracking Chart (dynamic list of all HOA activity) -King's Grant Logo -Web management package offered by their company -Past experiences with Dewey regarding turnover to the HOA -Dues delinquency reports -Yearly and Transition audits should be performed -EarthCare Landscaping invoices for 2009 needed -UPCA (Title 68, Chapters 5000-5600) regarding transition -Explained how the bid process works for contractors -Resolutions that other HOA's have made that the King's Grant HOA should consider -Architectural Committee should be formed -HOA board members should obtain insurance -HOA board members should visit Mid Atlantic for a tour -Budget must be in the home owner's hands by December 1st if a dues increase will be installed for 2011 -HOA's are not allowed to budget for profit -No requirement to have board meetings open to homeowners -Each board member will receive a binder with all needed documents <p><u>MOTION</u> President – Motion to have Mid Atlantic obtain quotes for a transition audit and a yearly audit. Audits every three years thereafter. 2nd – Vice President Pass (4-0)</p> <p><u>MOTION</u> President – Motion to compose and mail a “request for funds” letter to Dewey Homes asking for all HOA monies (cash, CD or other investments) currently held by Dewey Homes in various accounts. The letter will ask for an official response within 10 days of receipt. Letter will be proofed by all board members before being mailed by Mid Atlantic. 2nd – Treasurer Pass (4-0)</p> <p><u>MOTION</u> Secretary – Motion to have Mid Atlantic obtain quotes for HOA board member insurance as well as any other insurance needed. 2nd – Vice President Pass (4-0)</p> |
| <input checked="" type="checkbox"/> Next Meeting Date/Time/ Location/Type | September 27 th , 2010 – 6:00 pm – King's Grant model home – Board Meeting |
| <input checked="" type="checkbox"/> Adjournment | 8:36 pm |

***Minutes prepared by Secretary