

Bryn Mar HOA

October 28, 2012

Present: Douglas Cramer (Vice President / newly elected President)
Zeph Freeman (Director)
Raynette Costanza (Director)
Kris Hanchette (Director)
Eric Hall (Treasurer)
Nolan Brawley (Observer)

Next meeting: Wednesday December 12, 2012

I. Roll Call

Call to order at 2:10 PM by Zeph Freeman

II. Proof of notice of meeting or waiver of notice.

Saturday, October 13, 2012 5:52 PM email to directors from Kris Hanchette

III. Reading of minutes of preceding meeting

Raynette Costanza move to accept the minutes, Zeph Freeman Second

IV. Reports of Officers

V. Reports of Committees

- Landscaping
 - The 135 Trees need to be cut in late November / December. Douglas Cramer will work with Michael Ness (Landscape committee) to get an updated quote from Logan Landscaping.
 - Discussed the need to get an "action plan" (with forecasted budget) in place ASAP for Tree trimming and dead trees removed. Assuming work to begin late Nov – early Dec timeframe.
 - A couple of dead trees also need to be removed.
 - Douglas Cramer is going to talk with Jim Costanza (past president) and Michael Ness to find out what the status of the wall work and get a copy of the contract and warranty.
- Nolan Brawley (founding president) submitted a document to help organization and provide guidance to the HOA Board from his past presidential experience.
- Douglas Cramer recommended that we move to a more formal structure for all of the individuals that are involved with the HOA especially when it comes to communications.
- Financial status update
 - Eric Hall presented a template for the start of the 2013 budget.
 - The HOA presently has a balance of \$28,905.
 - 10 home owners are past due by more than 45 days.
 - Douglas Cramer is going to follow up directly with the past due home owners.
 - A discussion was held on emailing invoices to home owners.

- Send minutes out to the entire HOA quarterly and include the past due accounts.
- Zeph Freeman noted that we need to get the new Architectural chair involved with decisions on building improvements such as but not limited to the color of shingles, fence stains, building structures, etc...

VI. Elections of Directors

- Motion was made by Raynette Costanza to elect Douglas Cramer as Bryn Mar HOA president. Group discussion on this topic focused on improving communication. Douglas Cramer was elected by a unanimous vote of the board.
- Zeph Freeman recommended that we hold 4 quarterly board of directors meetings at a minimum.
- Kris Hanchette recommended that we meet monthly for the next few months to assist with the leadership transition.

VII. Unfinished business

- The positions of Vice President and Secretary need to be filled. Douglas Cramer recommended that we send an email to the HOA in search of interested candidates. The email will also include a list of current active members.
- Raynette Costanza has decided to step down from the social committee at the end of this year. A discussion was had on having a formal or informal social committee.
- Raynette will get quotes for tree lighting and decorations for front entryway.
- Communication: Doug Cramer will send out a message to HOA requesting new volunteers .

VIII. New Business

Zeph Freeman requested a review of the current insurance policy for the board of directors. Eric Hall is going to call the insurance company and report back to the board.

IX. Adjournment

The meeting was adjourned at 3:35 PM