

# **Steeplechase HOA BOD**

Sunday, December 13, 2009  
Munday Residence

## **I. Call to order**

**Scott Munday** called to order at **7:00 PM** on **12-13-09** in **Munday Residence**.

## **II. Roll call**

Scott Munday conducted a roll call. The following persons were present: Scott Munday, Chevy Thomason, Bryan Powell, Christi Counihan, Anville Francis, Keith Lipps.

## **III. Approval of minutes from last meeting**

N/A

## **IV. Open issues**

a) N/A

## **V. New business**

### **Newsletter & Dues Statement**

It was decided to send out a notice with the Dues Statement and a line item in the Newsletter describing the due date, date dues will be assessed late fees and date that liens would be filed.

It was decided that an article describing the recent and expensive thefts of street signs would be included in the Newsletter. Also, an encouragement for neighborhood watch by all of the members will be inserted. We discussed offering a cash reward for the arrest and conviction of those responsible for the thefts.

An "opt out" election to have a member's phone number published in the neighborhood directory was decided upon. All members and their addresses will be published in this year's directory. All phone number will be published unless a member opts NOT to have their number published. This "opt out" election will be done by filling out a form delivered with the Dues Notice. Children's names and ages will not be published.

Neighborhood Plus' website was discussed as a means to continue information dissemination. It appears their website is difficult to use and to depend on. A skeleton plan to create a new website was agreed upon.

### **Common Grounds Report**

Keith Lipps submitted his Grounds Report. Three of the eight items issues are City of Edmond related and are not of concern to HOA business. The current BOD will see the completion of these. Keith is a contract employee who works directly for the HOA at a cost of about \$400/mo. (\$4,800/yr). Keith will describe his services to the new BOD at the first meeting of the 2010 BOD and decide on continuing his contract from there.

### Neighborhood Plus

Neighborhood Plus is contracted by our HOA to manage our invoice payments, reconciling the bank account, filing income tax returns, sending out notices to our membership, collecting dues, sending out late payment notices, filing liens, offering legal advice, etc. They will send out friendly letters for free and violation letters will cost \$25 each. These are probably only a few of the services they offer for the \$750/quarter (\$3,000/yr) we pay them. It was discussed that it would take an individual or individuals a large amount of time to do what Neighbor Plus does. We need to pay them in advance of their services, therefore it makes sense to use them for the first quarter before we consider whether or not to continue their services. The current BOD has had some frustrations with Neighborhood Plus, but would still vote to keep them retained unless someone wanted to step up and do those tasks Neighborhood Plus does now.

### Event Schedule

It was highly recommended that the new 2010 BOD develop an Event Schedule such as those done in the past. This should probably be done at the first 2010 BOD meeting.

### Election of Officers and Chairs

The Newsletter will be going out for publication later this week. The current BOD wanted to publish Officers and Chairpersons of the 2010 BOD in the Newsletter. Since we do not have those positions decided on, we have two options;

- 1). Publish the Newsletter with just our contact information and positions to be announced later.
- 2). Get together by phone, email or in person and decide these positions in the next day or two.

We also discussed that the new BOD can elect in two more BOD members if it so desires, however we can assign some of the committee Chairs to non BOD members. There did not seem to be a rush to elect just 2, but would rather recruit several members to help out, especially if we can find someone that would be willing to do what Neighborhood Plus does and save ourselves \$3000.

### Insurance

There was a brief discussion concerning the HOA liability and BOD liability insurance. It is currently provided by State Farm. It was suggested that we bid out our coverage for less expensive rates.

## **VI. Adjournment**

**Scott Munday** adjourned the meeting at **8:20 PM**.

Minutes submitted by: Anville Francis

Minutes approved by: **[Name]**