

Boone's Trace Board of Directors Meeting

January 03, 2007

Time	Item	Event	Motion	2nd	Vote	Detail
7:00	Call to Order					
7:01	Establish Quorum	Present				George Monticello - Director / President John Archer - Director / Vice President Roy Hines - Director / Treasurer Ron Thorpe - Director / Secretary Tom Richards - Community Management Associates (CMA)
		Absent				Paul Schulz - Director
7:02	Approval of Dec 13 Minutes (Ron)	Vote	Ron	Roy	Y-4, N-0	Approve Previous month's minutes generated by Ron Thorpe
7:07	Property Management Report (Tom)					
	2007 Landscaping Improvements Presentation	Presentation				Roscoe Klausung (owner) and Whitney Baker (Account Manager) of Klausung Group, Inc. presented a proposal for handling the maintenance of our landscaping for 2007. Their plan is to simplify our landscaping and open up vistas to the natural beauty of Boone's Trace. They are suggesting that we remove a number of our overgrown or thinning shrubs and replace them with Native species. They have also suggested creating a standard mulch bed around trees that we decide to keep. Unlike other landscaping firms, Klausung Group Inc has a consistent crew chief for each account reporting into a project manager. The project manager reports to the account manager and the account manager reports to the owner. The Board should get reports from the owner quarterly and the account manager monthly. The project manager is here every two weeks and the crew chief will be here every week.
		Action				Whitney Baker will work with Tom on a new plan that better addresses and breaks out costs associated with maintenance and a specific targeting of improvements that can be achieved quickly and inexpensively. The plan was
		Feb Agenda				

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						to have this presented to the Board next month.
		Action				Whitney Baker will send Tom a link to pictures of existing projects and plantings generated and maintained by The Klausing Group.
	Logan Security Issues	Statement				Logan Security signed their contract on December 27 th . Please note that unlike last year, this contract is between Logan Security and BTPOA and not the management company.
	Board of Directors Code of Standards	Feb Agenda				Postponed until Feb the Code of Standards for Directors prepared by CMA.
	Snow Removal Contract Update	Statement				Marvin Marshall agreed to extend the terms of his contract and pricing from last year through January. He has also agreed to the new contract's insurance requirements. They are still working on the costs associated with this year's contract. The Board has agreed to base the contract on a seasonal basis, as opposed to a calendar year. Also, terms of payment will be based on each winter event as opposed to a charge per mile of road salted or cleared..
	List of Developers in Boone's Trace	Action Special Meeting				Tom presented a list of developers. He will update it with contact information for the special meeting on Jan 31 st .
	Status of books and Accounts	Statement				We were able to collect on two liens for back dues this month.
	Pool Contract	Feb/Mar Agenda				Add an item to start addressing the pool contract for 2007.
	Misc	Action				Ron returned 85 stamps to Tom that were left over from the December newsletter mailing.
8:20	Treasurer's Report (Roy)	Action Special Meeting				A special meeting was called for January 31 st to finalize the books and budget for 2007. After these are finalized, a quarterly report will be published to the membership.

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8:25	Committee Reports <u>Property Committee</u> <u>(John Archer)</u>					
	Problem areas on roads for snow removal	Action Update				John Archer will work with Mark Schmutte and the Property Committee to identify problem areas on the roads for snow removal and salting. John has not been able to coordinate with Mark.
	Repainting the stripe on the road near the guard shack	Update				It is too cold to repaint the stripe on the road near the guard shack before spring. John has arranged for the contractor to fix their work in the spring.
	Parabolic Mirror	Update				The cost for installing a parabolic mirror at the end of Fox Run will be approximately \$75.00. This cost will be distributed across the Fox Run residents.
	<u>Architectural & Variances</u> <u>(John Archer)</u>					No update
	<u>Covenants & Restrictions</u> <u>(Roy Hines)</u>					No update
	<u>Strategic Directions</u> <u>(Ron Thorpe)</u>					No update
	<u>Social/Communications/Pool</u> <u>(George Monticello)</u>					George will attend the Jan 23rd meeting of the Civic Association at 7:00pm at the clubhouse <i>and provide input regarding the issue of transforming the Civic Association into a Social Committee which will be funded by the BTPOA.</i>
8:40	Old Business					
	Definitions of developer/builder/owner	Action Special Meeting				CMA provided a list of definitions for builder, developer, owner and combinations of each. The Board was happy with the definitions but wanted contact information for each developer / builder. Tom will update the document to be reviewed at a special meeting on January 31 st .

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	Committee Charters (Ron)	Statement				Draft committee charters approved by the Board. Will now be reviewed by committee chairs for their approval.
	Repainting the stripe on the road near the guard shack	Statement				It is too cold to repaint the stripe on the road near the guard shack before spring. John has arranged for the contractor to fix their work in the spring.
	Guard Shack Repairs	Vote	George	Ron	Y-4, N-0	Approved making repairs and painting the guard shack not to exceed \$2,000.00.
	Review Letter on Common Area damage	Vote	George	Ron	Y-4, N-0	Approved sending letter on common area damage
9:00	New Business					
	Set times and locations for future meetings	Statement				Meetings will be held on the 3 rd Wed of each month at 6:30pm and will rotate between board members and CMA. If the meeting is at CMA, it will be at 6:00pm instead of 6:30pm.
	Letter	Vote	John	Roy	Y-4, N-0	Ron will draft a letter detailing a problem with a resident entering the subdivision without stopping at the Guard Shack and thanking the resident for resolving the situation. This letter will be reviewed at the Feb Meeting.
	Association Documents	Vote	George	Ron	Y-4, N-0	Approved asking Robert Ryan to send all association documents to the board secretary. They will be kept with the management company.
	Tabled items / Items of Interest					
	Developer Commitment to Roads	Feb Agenda				George will speak with Jerry Herndon about developers previous commitments to the roads and then to the developers to acquire a final developer commitment to the road fund.
	General Maintenance	Q1 Agenda				Tom will look into the bylaws and determine if the need to change to insure all

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						parties contribute to general maintenance
	Special Assessment Resolution	Action				Tom will prepare a Special Assessment Resolution which can be passed in Feb which will inform everyone of the road assessment to be issued in Q1.
	Insurance	Feb Agenda				We are currently in the process of updating our umbrella policy. An application has been submitted but has not yet been approved.
	Special assessment for road work	Feb Agenda				The amount of a special assessment to cover the road maintenance was tabled until Feb because we need to determine the contribution by developers.
	Road Signs	Leftover				Approved setting aside \$2,500 for the purchase and installation of road signs for steep roads or sharp turn.
	Snow Removal Policy	Feb Agenda				Postponed until February the adoption of a formal snow removal policy resolution 061203.
	Financial Audit	Statement				An audit of the books for 2006 has been approved..
9:15	Adjourn	Vote	Ron	Roy	Y-4, N-0	Meeting ended