

WILLIAMSBURG IN THE WOODS
Homeowners Association
Meeting Minutes
March 16, 2015

The meeting was held at the home of Bo Hood. Brianna Houghland, Craig Johnson, Barb Stader, Kyle Thompson, Bo Hood, Scott Lawrance, Larry Conrad and Kurt Kunkle attended. Terry Aders was not in attendance.

The meeting was called to order at 6:34 PM.

Prior meeting minutes were approved.

EVENTS SINCE LAST MEETING

- 1.) 2 new residents – welcome baskets will be delivered when the weather is nicer**
 - a. 1st house on Liberty Trail
 - b. Former vacant lot on Wheelwright

TREASURERS REPORT:

Barb Stader distributed the treasurer's report.

Savings balance: \$8,665.62
Checking balance: \$2,733.12
Grand total: \$11,398.74

The Keller's and Shinkle's still owe HOA dues and late fees. Barb will send a registered letter to the Keller's and regular mail to the Shinkle's informing them of their late dues. The board received the late HOA dues from the Rochelle house.

The treasurer's report was reviewed and approved.

ACRHITECTURAL COMMITTEE REPORT:

- 1.) Nothing new**

NEW BUSINESS:

- 1. Landscape and Mowing contract** – The board agreed to move forward with Showcase Lawncare for mowing and landscaping for 2015. Dave is currently working on the quote and design. We should expect to see something in the next 2 weeks. The board will discuss and agree on the design and cost when it is available. The goal is to start on the new design in early May.

Showcase Lawncare bought out Larry Tauge's mowing business and Larry will not be rebidding this year.

- 2. Annual Dues Letter** – Barb drafted the annual dues letter. The board reviewed and agreed with the content. It was decided that we are no longer going to do Christmas Luminaries. We are looking to invest in additional Christmas decorations throughout the neighborhood. To maintain compliance with the bylaws, the letter must be sent via 1st class mail.
- 3. Front Entrance** - Bo still needs to re-wire the lights at the front entrance. The board agreed to replace all lightbulbs with LED lights.
- 4. Revise Bylaws for single check signature** – Larry Conrad proposed a change and presented it to the board. The changes were reviewed and agreed (see Appendix A). The board must send a copy of the change to all homeowner's by 1st class mail. Scott agreed to convert the bylaws to word and make necessary changes.
- 5. Keller Lien** - We need to determine the deadline and next steps. Kyle to email the lawyer to determine if we are close to the deadline and understand next steps.

6. **Garage Sale** – Scheduled for June 13th from 8am - ??
7. **Tax preparation for HOA** – The cost of tax preparation is going up next year. Kyle agreed to take a copy of our taxes to work to see if his company can prepare for less. Barb to send a copy of our taxes to Kyle.
8. **2015 HOA Meeting** – Plainfield Christian Church is the location for the annual HOA meeting. Confirmed date is May 18, 2015.
 - a. Barb and Stan will not be in attendance.

The date of the next meeting is TBD.

MEETING ADJOURNED AT 7:40 PM

Brianna Houghland, Secretary

APPENDIX A

Article V Section 3 to read:

Section 3: Checks, Drafts, etc. All checks, drafts, electronic payments, or other orders for monetary payment issued in the name of the Association shall require the signature or authorization of the Treasurer, President or Vice President. The Treasurer shall distribute electronic or paper copies of the monthly statements to all Board members for review.