



Farmington Hills Homeowners Association Inc.

Randy Peppers: President
Bill Slater: Vice President
Aaron Laskowski: Facilities
Fred Harris: Treasurer
Tom Nieter: Secretary

Meeting Minutes
January 16, 2010

Opening:

The regular meeting of the Farmington Hills Home Owners Association was called to order at 12:14 PM on January 16, 2010 at the silo conference room at the Francis branch of the St. Joe County Public Library in South Bend.

Present:

Board Members:

Fred Harris –Treasurer
Aaron Laskowski – Facilities
Tom Nieter - Secretary
Randy Peppers - President
William Slater – Vice President

Others:

None

A. Approval of Minutes

The meeting minutes from the meeting held on January 8, 2010 were distributed and reviewed. Randy made a motion to approve the minutes and Bill seconded the motion. All present agreed and the motion carried. The minutes of this and future meetings will also be e-mailed to all board members once approved.

B. Approval of Agenda

The agenda contained on the minutes of the previous meeting was reviewed and agreed to and used for this meeting.

C. Open Issues

Finances – Fred and Bill did meet with Weiss regarding the finances and did receive a large notebook of records and additional electronic information which was placed on a memory stick which Fred has.

Current Balance - In addition, Fred now has a check to the Farmington Hills Homeowners Association for \$27,097.04.



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New Account - Discussed the need for an account for the HOA and Fred made a motion to use 1st Source bank on Ironwood and Cleveland and Aaron seconded the motion. All present agreed and the motion carried. Checking account will be such that Bill, Fred, or Randy may authorize or sign checks. In addition, Tom made a motion that any charge over \$200 for items not previously approved by the board would require two signatures. Fred seconded the motion and all present agreed and the motion carried.

Receipts - Fred identified that any expenses that are to be paid by the HOA must have receipts and all agreed.

Certificate of Deposit – The board discussed the potential to obtain a certificate of deposit with all or part of the money the HOA currently has. The board discussed the fact that interest rates are at ~1% and all agreed to place the funds in a savings and/or checking account to allow access without penalties.

Debit Card – The board discussed the potential for obtaining a debit card and all agreed that a single card to be held by the treasurer was appropriate and should be obtained with the opening of the account.

CPA's Report – The board reviewed a report from Lauren Davis and Co. showing the tax forms for that year and Fred made a motion to use the same accountants for 2009, Tom seconded the motion, and all present agreed and the motion carried.

Insurance – Fred identified that he has requested a quote from Casidy, Neesen and Brasser for the insurance of the common areas and for bonding of the officers.

Homeowner Dues for 2010 – The board discussed establishing a reduced level of dues due to the large sum of funds currently available. Several options were discussed and ultimately Randy made a motion to set the dues at \$125 for this year, Bill seconded the motion and all present agreed and the motion carried.

D. New Business

Procedures – The board discussed how decisions will be made and agreed that a motion will be made, seconded, and then voted on with a simple majority required to carry the motion.

Location of Financial Books – The board agreed that the financial books will reside with the treasurer.

Documentation - Fred has requested the Weiss provide a copy of the HOA articles of incorporation and a copy of the not for profit tax certificate



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Mailing Address – The board discussed the need for an address of the association. The option of a P.O. Box was the only option which allowed for the option of one or several board members to be away from home and the board to still function. Reviewed the costs associated with the box (ref. attached data) and Fred made a motion to use Notre Dame Post Office and to get a 5x5 box and the motion was seconded by Bill and all present agreed and the motion carried. Fred will work to submit a change notice of principle officer for the incorporation. The principle officer will be Randy and the original date of incorporation will be that shown on the articles of incorporation which is 12/16/2002.

Directory and Services – The board discussed the potential to use members of the HOA in good standing to assist with professional services such as attorney, accounting, and landscaping services. Randy identified that we might create a directory for the HOA which also identifies any services that the homeowners would be willing to supply to the HOA or the other homeowners. Agreed that we would solicit inputs which could be used for this at a later time and send a card asking for the information and agreement that it could be used for a directory with the next association bills. Tom agreed to create a draft of the card for review at the next meeting.

Introductory Letter to Homeowners – All agreed that a letter of introduction should accompany the upcoming bills and Tom agreed to create a draft for review at the next meeting.

Laptop Computer for the HOA – Discussed the possibility of obtaining a laptop computer for use by the HOA and to store the HOA's records on. Agreed to continue using paper records as Weiss did for now and readdress at a later date.

E. Decisions/Approvals

1. Decision was made to use 1st Source for the new HOA checking/savings accounts.
2. Decision was made that any charge over \$200 for items not previously approved by the board would require two signatures
3. Decision was made to obtain one debit card for the HOA's account which will reside with the treasurer
4. Decision was made to use Lauren Davis and Co. for 2009 tax info and report
5. Decision was made to set the 2010 homeowners dues at \$125
6. Decision was made to use a PO box as the address of the HOA



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F. Agenda for Next Meeting

Agenda will be:

1. Approve previous meeting minutes
2. Review letter of introduction, bills, and directory card
3. Review the PO box address
4. Review the status of the new bank account
5. Discuss any new business

Adjournment:

Meeting was adjourned at 1:48 PM. The next general meeting will be at 12:00 PM on January 23, 2010 at the pasture conference room at the Francis branch of the St. Joe County Public Library in South Bend.

Minutes submitted by:

Thomas A. Nieter, Secretary