

Silver Oaks Homeowner's Association Board Meeting

February 10, 2004

Location:

Davidson Middle School

In Attendance:

Tom Calhoun	423-0178	tcalhoun@woodlawnbaptist.com
Barbara Cole	682-5283	franzcole@cox.net
Joe O'Neill	682-4654	josephroneill@cyou.com
Ed Santos	682-2911	hmd5859@cox.net
David Shepard	683-1700	ceelydave@cox.net
Dan Taylor	683-4122	jdandmstaylor@cox.net
Mike Zoltek	689-8598	mzoltek@anobles.com

Absent:

Deryl Snyder	682-6805	deryl.snyder@eglin.af.mil
Lou Gennaro	682-5368	louis.gennaro@cox.net

Minutes:

- 1) Treasure's Report (Tom Calhoun)
 - a) Review January 04 Account Activity
 - i. Motion to approve treasurer's report for January 04 – Mike Zoltek
(1) Second – Barbara Cole
(2) Treasurer's report approved.
 - b) Discussion on 2003 Tax preparation..
 - i. Tom Calhoun noted that Jackie Ely is under contract to do our 2003 taxes, however, due to the change in financial services, Tom recommended that Mr. Scott do our 2003 taxes for a fee of \$150.
 - ii. Motion to have Mr. Scott do the 2003 taxes was approved.
- 2) Minutes from last meeting – Deryl Snyder
 - a) Motion to accept minutes from January 04 as written.
 - i. Motion approved.
- 3) Discussion of past do dues.
- 4) Tom Calhoun stated that the bank account transfer has been completed with a small amount of funds remaining in First National Bank to cover any possible outstanding items.
- 5) Discussion of Phil Bowman work proposal.
 - a) Dan Taylor explained that the proposal for the sidewalks at the front of the subdivision would just "L" from where the sidewalk now ends to Hunting Meadows. This explanation was acceptable and the work may proceed.
- 6) Dave Shepard noted that the Sheriff's Department has been called and patrols may be increasing.
- 7) Discussion of homeowner's suggestion from year end meeting.
 - a) Mr. Hansen's suggestion to move the Board of Director's to a property management company.
 - i. Suggestion was disapproved. Dave Shepard will write Mr. Hansen a letter informing him.
 - b) How do we handle proxies and there validity for the annual meeting?
 - i. Discussion led to the decision that proxies will be required to be to the secretary approximately 1 or 2 hours before the start of the annual meeting to give the secretary time to verify validity.

- ii. It was also noted that corporate owners should put in writing who is eligible to vote for their lots. Dave Shepard took an action to write a letter to corporate owners informing them of this requirement.
- 8) The newsletter will continue to be written by Sandy and Karen. Dave Shepard will review prior to release.
- 9) Homeowners are concerned about the problem sidewalk area on Hunting Meadows behind Bob Davenport's home and some washout around a drainage pipe on Buckskin Ct. The Board agreed to look into these issues.
- 10) Dave Shepard brought us up to date on the lawn maintenance bids. Five bids are now in. We are awaiting more returns. The board will make a selection next month. There was agreement that experience and personal reference are important factors.
- 11) Discussion of the front entrance lighting.
 - a) We are trying to get a schematic of the front entrance lighting.
 - b) See attached handout. All lights are working except #7 and #5. #7 appears to need a new fixture. Research ongoing by Mr. Santos. #5 appears to be a burned out bulb. Mr. Shepard has 2 bulbs on order.
- 12) Mr. Shepard informed us that Chelco has been called about trimming back trees from the power lines.
- 13) It was recommended that a homeowner's committee be formed to work with Mr. Santos to review the front landscaping. Bob Hester agreed to help select a few homeowners to help with this project.
- 14) Mr. Shepard informed us that there may be a leak in the entrance sprinkler system. He has agreed to get some estimates.
- 15) Homeowner's comments/suggestions:
 - a) Suggestion was made to abolish the \$50 ARB review fee.
 - i. Motion made by Mike Zoltek to review whether or not the fee should be waved. Joe O'Neill 2nd.
 - ii. Motion passed.
 - b) Street sign discussion.
 - i. Motion to get problem street signs replaced/fixed passed.
 - c) A suggestion to have a petty cash account was made.
 - i. Board agreed to table this until next month. Tom Calhoun to review.
- 16) Architectural Review Board.
 - a) The Smith's deck at 5862 was discussed and approved.
- 17) Motion to move the meeting time from 6:30 pm to 6:00 pm. Motion passed.
- 18) Meeting adjourned.

Action Items summary:

- 1) Dave Shepard to write Mr. Hansen a letter informing him that his suggestion was disapproved.
- 2) Dave Shepard to write a letter to corporate owners informing them that they need to put in writing who is eligible to vote on behalf of their lots.
- 3) Tom Calhoun to review the feasibility of a petty cash fund.

Silver Oaks Phase 1 Homeowner's Association

January-04

Starting Account Balance

\$ 20,081.30

GENERAL LEDGER BALANCE

\$ 19,591.51

Designated to Emergency Fund	(3,591.51)	
Designated to Project Fund	(6,000.00)	
Designated to Association Resp. Fund	(6,000.00)	
		(15,591.51)

Deposits	470.00	
	1,470.00	
	2,310.00	
		4,250.00

Expense		
405: Bank Fee	(0.79)	
101: Chelco	(35.76)	
401: Accounting (J Ely)	(100.00)	
		(136.55)

\$ 8,113.45

EMERGENCY / RESERVE FUND

\$ 489.79

Designated from General Ledger	3,591.51	
		3,591.51

\$ 4,081.30

ASSOCIATION RESPONSIBILITIES FUND

Designated from General Ledger	6,000.00	
		6,000.00

Expense		
610: Mulch	(100.00)	
		(100.00)

\$ 5,900.00

PROJECTS FUND

Designated from General Ledger	6,000.00	
		6,000.00

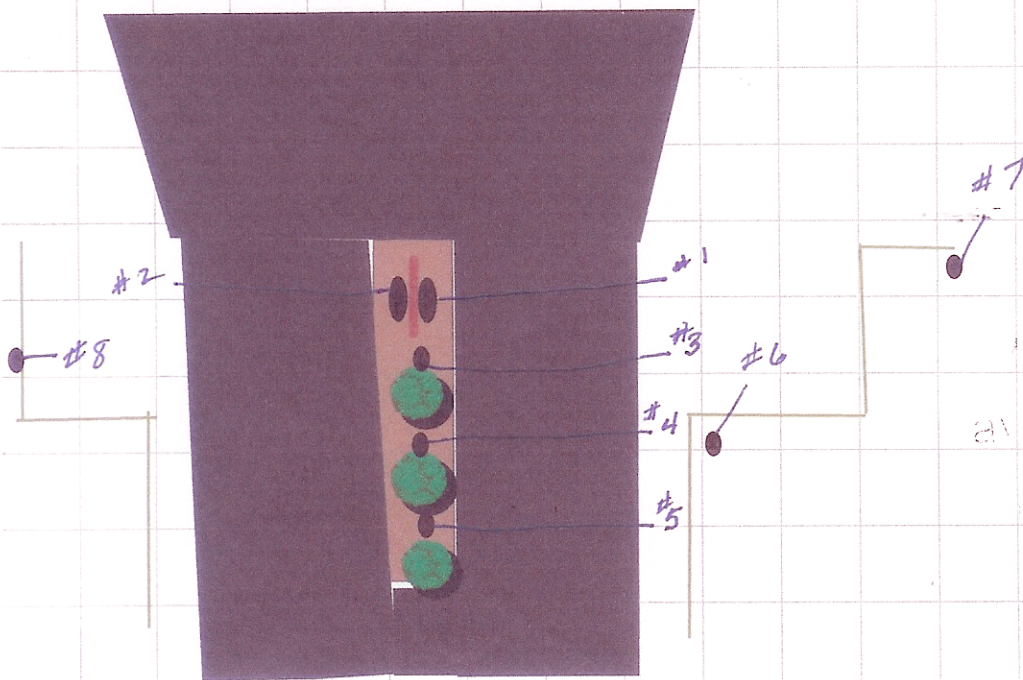
\$ 6,000.00

Ending Account Balance

\$ 24,094.75

3D Landscape - A:\LIGHTING.LND

- | | |
|------------------|--|
| 1. | Florescent Lighting.....Operative |
| 2. | Florescent Lighting.....Operative |
| 3. Greenlee Mfg. | Mercury Vapor.....Operative |
| 4. Greenlee Mfg. | Mercury Vapor.....Operative |
| 5. Greenlee Mfg. | Mercury Vapor.....Inoperative....Bulb? |
| 6. Greenlee Mfg. | Mercury Vapor.....Operative |
| 7. Greenlee Mfg. | Mercury Vapor.....Inoperative..broken lens, etc. |
| 8. Greenlee Mfg. | Mercury Vapor.....Operative |



AGENDA

Silver Oaks Homeowner's Association Board Meeting

February 10, 2004

Opening

Dave Shepherd

Treasurers Report

Thomas Calhoun

Minutes of Last Meeting

Deyrl Snyder

Old Business

- Transfer of Jackie Ely work Tom Calhoun
- Transfer of Bank Account Tom Calhoun
- Transfer of Safety Deposit Box Mike Zoltek/Dave Shepherd
- Status of Phil Bowman work proposal Dave Shepherd
- Holdover from 1/13/04 Homeowner Dave Shepherd
- Suggestions Dan Taylor
- Lawn Maintenance Bid Status Dave Shepherd
- Irrigation System update Dave Shepherd
- Lighting System update Dave Shepherd/Ed Santos
- Newsletter Board
- Status of Storage Facility Dave Shepherd/Tom Calhoun

New Business

- Homeowner comments/suggestions Homeowners
- Board of Directors Members

Closing

Dave Shepherd