

Riverside Chase HOA  
Board Meeting Minutes  
December 8, 2009  
6:30pm

Call to order at 6:45pm, quorum met.

Attendees: Frank North, Caryn Neal, Steve Jackson, Sara Wallace

I. Distribution of duties

- Frank North – President
- Steve Jackson – VP
- Caryn Neal – Treasurer
- Sara Wallace – Secretary
- Deborah Johnson – Member at Large

II. Gift Cards for Mail Carrier/Officer

- Board voted to continue this for 2009
- Caryn to find out mail carrier's name and purchase two (2) \$50 gift cards.

III. Recap 2009

- Trees trimmed (ones on Henderson Gap NOT trimmed by HOA)
- Maintenance to storage area
- Newsletter
- Block party
- Officer patrol added

V. For 2010

- Lights at entrances monitored
  - Electrician to be called if light in need of repair; for blown bulbs board member to change
  - Frank/Steve to find out bulb sizes, Steve to replace as needed
- Newsletter
  - Frank suggested old format be used
  - Sara to type up quarterly newsletter for mailing, starting Jan 2010 (Jan, April, July, Oct)
- Bank
  - Change signers on bank account, remove Marv Smith, add Caryn Neal/Frank North
  - Look into paper management/old bank files put to disk
    - Caryn to contact Marv
- Storage area
  - All board members to hold a key for emergencies

- Frank remains primary key holder/distributor
  - Nothing stored in ares that does not have wheels or a tag
- Website/Email
  - Caryn to check emails
- PO Box
  - Sara/Caryn to be added to PO Box
    - Caryn to contact Marv regarding changing
    - Sara to check mail weekly
- Misc
  - Vandalism
    - Board members to advise homeowners to contact police department to report as HOA has no authority in this realm.
    - Also to advise homeowners to report children/teens out after dark and suspicious activity to police.
  - Property violation
    - Steve to get quotes on tickets
  - Property Management Co
    - Add as agenda item for next meeting
    - Discuss quotes
  - No soliciting signs
    - Sara to get quotes on these
    - Sara to contact city regarding signage
  - No Parking signs
    - Issue brought up at 2009 meeting, intersection of Fawnbrook and RCC at middle school entrance
    - City owns streets
    - Sara to contact city regarding addition of signage
- Future meetings
  - Steve to create agenda for January 2010 meeting
  - Meetings to be held the 2<sup>nd</sup> Monday of every month beginning Jan 11.
  - January meeting to be held at Caryn's house

Meeting adjourned 7:41pm