

Pinehurst at Waldenwood Homeowners Association
Minutes of the Board of Directors Meeting
11/12/13

Time and Place

The Directors of the Pinehurst at Waldenwood Homeowners Association met on Tuesday, November 12, 2013. The Meeting was held at Penney Creek Elementary school, in the Library, just prior to the Budget Ratification meeting.

Association President Mark Prentice called the meeting to order at 6:10 pm

Present

The following Directors were present at the meeting:

Mark Prentice	President
Chuck Christensen	Vice President
Patty Oleson	Treasurer
Brenda Jacobs	EMB

Approval of Minutes from the 10/15/13 Meeting

Given late availability of the first draft of the October Minutes, and lack of adequate content, the minutes were not approved. Revisions are to be made and shared via email to achieve tentative-approval status, to be formally validated at the December meeting.

New/Old business

- **Review of the revised-draft Collection Policy**
 - Discussed logistics of the \$25/month late fees, and split with EMB on collected fees.
 - Discussed the schedule of actions (months 1-4) for late accounts, and achieved consensus on the Board that we support the strong position regarding both Liens and use of Collection to improve on handling of delinquent accounts through the more-aggressive policy.
 - Confirmed with the Board Members that the policy does not prevent the HOA Board from considering payment options if contacted by an individual homeowner prior to becoming delinquent on the account.
 - Confirmed board-member understanding that the scope of the collection policy is for the Annual Assessment, and does not cover fines. The 4 month schedule of action in the policy is not directly applicable to payment of fines. But, at some point in time (up to Board decision on a case-by-case basis) unpaid fines, shall be considered as delinquent and can also result in use of the Lien and Collections process.
 - The draft policy was Approved by the Board (Proposed: Chuck, Seconded: Patti, Agreed: Mark) under the assumption of a single Bill/Invoice and Payment. The wording in the draft policy assumes Payment-in-Full due January 1st.
- **Re-opened discussion of a multi-payment option**
 - In October, the Board discussed options and impacts to offering a multi-payment plan for the HOA Dues...but at that time no decision was made to change the existing billing process.
 - The updated discussion was under the context of the Collection Policy, and logistics of issuing Invoices/Bills/Payment-Books with clear due dates meeting the requirements of the HOA Board. Consideration was given to being consistent with other HOAs serviced by EMB.

- EMB was asked to consider the impact of offering a two-payment option mailed with the January Bills. The request was to allow homeowners the option to pay the full Bill in January, or to make two 50% payments, with the second payment due in-full no later than July 1st.
- [On November 13, EMB confirmed that a 2-payment option would have no logistical or financial impact if the Pinehurst Board wishes to use this option. Adoption of this option forces another revision to the Collection Policy to remove assumptions of a single payment-in-full.]
- **Reviewed the status of materials and talking-points for the Budget Ratification Meeting.**
- **Discussed a Board-Member FAQ document to help with transition to new members**
 - A financial FAQ document started with EMB in 2012 upon request of the Treasurer at that time (Mark).
 - An outgoing board member could help with the transition by gathering pertinent information and providing to new board members.

Next Meeting

December 9, 2013. Location is not yet determined.

Adjournment

There being no further business to come before the Board (and the need to welcome homeowners to the Budget Ratification Meeting at 7pm), the meeting was adjourned at 6:50pm.

Submitted By:	Checked By:
Mark Prentice	Oleson, Christensen