

**Winslow Farm Community Association, Inc.
Board of Directors Meeting Minutes
Tuesday, January 30, 2007 5pm**

Meeting was called to order by 2006 secretary, Bob Slisz at 5pm.

Present: Nancy Szakaly, Sherry Knighton-Schwandt, Bob Slisz

Absent: Tana Nikirk

Landscape Committee: JoAnne Bunnage

Annual Election of Officers was held:

Motion was made by Bob and seconded by Sherry to elect the following officers:

President, Nancy Szakaly; Vice President, Bob Slisz; Secretary, Sherry Knighton-Schwandt,; Treasurer, Tana Nikirk.

Motion approved.

Property Management:

Motion was made by Sherry and seconded by Bob to hire Hills O Brown Property Management on a short term basis to help manage the financial affairs of the corporation.

Motion approved.

Financial and Banking Documents:

Motion was made by Nancy and seconded by Sherry to update all Winslow Farm banking accounts information and open a checking account at 5/3 Bank. Hills O' Brown property management will audit account statements and determine exact balance in reserve.

Motion approved.

Winslow Farm Clean Up:

Motion was made by Bob and seconded by Nancy to hire Curry Lawn Care, an independent contractor, to clean up all trash (bottles, paper, plastic) on Winslow Farm property and to request similar clean up by Bayberry.

Motion approved.

Old Business:

Past due annual assessment accounts.

Motion was made by Bob and seconded by Sherry to hire attorney Andy Szakaly to look into all past due accounts, claims and lawsuits pending.

Motion approved.

New Business:

Adopt Roberts Rules of Order for all meetings of the corporation.

Motion was made by Nancy and seconded by Bob to adopt Roberts Rules of Order.

Motion approved.

Review insurance policies/agencies.

Motion was made by Nancy and seconded by Bob to have HOB review our insurance policies.

Motion approved.

Improve Communications.

Motion was made by Nancy and seconded by Bob to approve \$500 for communication with homeowners via website and newsletter.

Motion approved.

Motion was made by Nancy and seconded by Bob to approve \$500 for communication with homeowners via signboard to be created by Delphi Signs.

Motion approved.

Landscape Contract for 2007

Motion was made by Nancy and seconded by Sherry to ask Baker Lawn Care to create 3 bids for lawn care and landscaping community property.

Motion approved.

Standing Committees

Motion was made by Nancy and seconded by Sherry to create two standing committees:

- 1) Landscape Committee
- 2) Bylaw & Election Committee

Motion approved.

Mailing to Homeowners

Motion was made by Sherry and seconded by Bob to have HOB send our first (2007) mailing to all homeowners. Included in this mailing:

- 1) Annual Financial report
- 2) Annual Billing
- 3) Introductory letter
- 4) Questionnaire

Motion approved.

Homeowner Request

Homeowner Bill Mitchell, 2128 Whitetail Run, requested the clearing of tree branches at 2138 Whitetail Run and 2142 Whitetail Run.

Dates established for next two Board Meetings:

February 28 5:30pm Monroe County Library

March 28 5:30pm Monroe County Library

Meeting Adjourned at 7:10 pm

