

**Kilkenny Addition to Southbridge HOA Board Meeting Minutes
Wednesday, December 14, 2016 @ 6:00 pm**

In attendance: Jim, Ryan, Tim, Ciara, Kathryn
Start: 6:15 pm

Reviewed and approved minutes from the August 3, 2016 meeting

Southbridge website:

- Requesting that each HOA and the pool pledge \$300 annually (total \$1,200)
- Approve \$300 for calendar year of 2017
- Reassess fee schedule after 1st year: suggest based on number of HOA members/lots

ARC:

- Composition: integrated into the Board versus separate entity
 - Plan for 2017 to integrate into Board
 - 4 members of Board (- President) + David Voss (5 members total)
- David Voss/Blue Ridge plan: major renovations (home owner \$195 fee for review)
 - Has agreed to join our ARC: review without fee if covered in board's insurance
 - We plan to ask him to join ARC and review all submission (no fee associated)

Budget/Finance:

- Board to determine budget for 2017 fiscal year at this meeting
- Insurance: Tim will contact to clarify the general liability vs. directors and officers
- Jim to contact regarding tax preparation requirements
- Adjust 2017 budget
- Plan to confirm updated budget via e-mail by 12/20/16

Letters to Owners:

- Reviewed letter
- Fee: \$25
- Due date: 2/14/17
- Late fee \$25: 2/28/17 (total \$50)
- Discount: \$5 off 2018 dues if e-mail (\$20 dues) - ADD TO LETTER (explain savings)
- Solicit interest for next year with return
- Jim to draft and print, envelopes with labels, and post office
- ADD website info
- Home for sale - send to builder (?)

Database:

- Ciara to maintain database
- Tim to maintain finance portion

Fence Approval:

Approval of plans for Lot 79 fence: agreed to 2.5 feet off property line on the west and north and 10 feet off property line on east, agreed to 5-foot black aluminum architectural fence
Need to discuss requirements for ARC

Future agenda topics:

Newsletter

Member directory

Next meeting dates:

Wed, March 15th @ 6pm

Annual meeting: May 1st

Adjourn: 7:50 pm