

**MINUTES  
HAPPY HOA  
BOARD OF DIRECTORS MEETING  
JUNE 15, 2009**

**Board Members Present:** [INSERT NAMES]

**Board Members Absent:** [INSERT NAMES]

**Others Present:** [NAME], Community Manager  
[MANAGEMENT COMPANY]  
[LANDSCAPE COMPANY]  
[SECURITY COMPANY]

**Call to order/establishment of quorum.**

There was a quorum present and the meeting was called to order at 7:01 p.m.

**Homeowner Open Forum**

Several homeowners were present and were given the opportunity to ask questions and make comments pertaining to items on the agenda.

1. Owner addressed tree maintenance contract.
2. Owner addressed Landscape Committee
3. Owner addressed Collection Policy

**Approval of Minutes**

A motion was made by Bob Smith, seconded by Jane Doe to approve August 16, 2006, and October 18, 2006, Board meeting minutes. Vote was taken and motion carried by unanimous vote.

**Approval of Financial Statements**

A motion was made by John Doe, seconded by Jane Smith to approve August and September 2006, financial statements. September statement reflects adjustments that were made to properly reflect August activity. Vote was taken and motion carried by unanimous vote.

Treasurer's report was read by John Doe.

**Unfinished Business**

1. Reserve Study: Proposals were postponed until the next meeting.
2. Financial Services Collection: Agreement was postponed until the next meeting. The Board did advise Management to use XYZ Company in the mean time until final decision is made at the next Board meeting.
3. Conversion: Joe Smith from XYZ Landscaping answered Board's questions regarding conversion progress. XYZ Landscape advised that crepe myrtle trees along Happy Street will not do well now that sod has been removed. He recommended a tree change. Landscaper asked to have the note placed in the minutes. Management will call for rebate inspection from SNWA.

4. Annual Landscape Contract: A motion was made by John Doe, seconded by Jane Smith to approve the landscape bid. Discussion was had regarding whether or not to include pest control in 2007 landscape contract. Request was made for outside pest control bids. Motion to approve contract was defeated unanimously. The Association will continue on a month to month basis with XYZ Landscape until the annual contract is approved. The monthly rate is \$6053.
5. Collection Policy: A motion was made by Jane Doe, seconded by John Doe and carried unanimously to accept and approve Collection Policy.

### **New Business**

1. Reserve Assessment: A motion was made by Bob Smith, seconded by Jane Doe to approve Reserve Assessment for 2007. Reserve amount is \$140 and will be charged to homeowners' accounts semi annually (2x\$70). The Board made this decision to bring the reserve balance amount to 80% of required balance by the end of 2007. John Doe wanted the Association to complete a reserve study before the assessment was approved. Reserve specialist and other members felt that the reserve requirements would not decrease with next study and that assessment was required by state standards. Vote was taken and motion carried. Judy Smith, Jane Doe, and Bob Smith voted in favor. John Doe voted against the reserve assessment due to updated reserve study not being completed.
2. Insurance: A motion was made by Bob Smith, seconded by Jane Doe and carried by a unanimous vote to approve insurance proposal to increase umbrella by additional \$1,000,000. This will be added to the policy at the renewal of complete package in February.

### **Homeowner Open Forum**

Several homeowners were present and were given the opportunity to ask questions and make comments pertaining to items on the agenda.

1. Owner addressed neighbor's tree.
2. Owner addressed improper lighting throughout the whole development – Board asked management to contact the City.
3. Owner provided a handout for the minutes.
4. Jane Doe asked that her comments regarding her neighbor be placed in the minutes. She stated that her neighbor's children are playing basketball far into the night outside of reasonable hours and wanted action to be taken to curb these activities.

### **Schedule Next Meeting**

The next meeting will be held on July 17, 2009

### **Adjournment**

With no further business, the meeting was adjourned at 7:47 p.m. A motion was made by Bob Smith, seconded by Jane Doe and carried with a unanimous vote to adjourn the meeting at 7:47 p.m.

Respectfully submitted for Board Review and Approval by [NAME] Management, LLC

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Secretary

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Date