

The Willows At Upriver Board Meeting Minutes

Date and Time: February 15, 2016

Place: Becky's house

Attended by: Becky, Shannon, Krystal, Steve, and Jolyn. .

1. Review and approve previous meeting minutes
 - a. Minutes for January were approved.

2. Review of financial information
 - a. Reviewed proposed budget developed by the management company. Will request they add \$350 to the budget for shrubs, bed, and trees.
 - b. Board decided to renew the contract with HOA Agent for another year. Becky will contact them and sign the contract. Monthly management fee will remain the same.
 - c. Set annual association fee for 2016-2017 at \$240 with a \$20 discount if paid in full by May 31, 2016.

3. New Business
 - a. Management company has reserved our Annual Meeting date with the Library. It will be March 10th. Davine will send out the notice of meeting and agenda.
 - b. Members discussed going with quarterly meetings instead of monthly meetings unless an urgent issue comes up. Members agreed to continue to review the monthly financials that HOA agent sends by email and meet earlier if there are any concerns.

4. Next Meeting Date: March 10 – Annual Meeting