

## The Willows At Upriver Board Meeting Minutes

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Date and time:  
2/26/15 at 7 PM

Place:  
Becky's House

Attended by: Becky, Steve, JoLynn, and Shannon.

We met specifically to follow up on our interview of Lance Ficklin, Homeowner Association Services, Inc which was attended by all five Board Members and held on February 4<sup>th</sup>, 2015.

All Board members are in agreement that we need to hire the management company. Becky is exploring setting up a budget that eases into the costs over two years by subsidizing half of this year's management fee from the Reserve Account. The total cost per house per year is about \$100. Members will see a \$50 increase this year and another \$50 increase next year. Becky is also arranging for vactoring services in March and possibly sprinkler repair so that it comes out the budget for this year.

Becky and Steve have checked the business registration sites and have not found any red flags. Becky interviewed the President of another Homeowner Association who has had two years of experience with this company and she stated they were very happy with the service.

We reviewed the contract and made up a list of follow up questions. Becky will meet with Valerie (owner of the company) on Thursday March 5<sup>th</sup> at 2 PM to go over the questions and negotiate a monthly rate. It is agreed that Becky will follow up with Board Members by email after the meeting to share the outcomes. The contract will need to be redrafted because it is written as a two year contract and we only want one year in case a new board wants to go back to self management next year.

We decided to outline the reason for hiring a management company in the Notice of Annual Meeting hoping that this will reduce the number of phone calls and neighbors who have questions. Becky will revise and email to board members for review.

The Annual Meeting Notice has to be in the mail by March 14<sup>th</sup>.

Annual meeting is March 31, 2015.

Minutes submitted by : Becky Swan