

Southfork POA

Board Meeting Minutes

August 2, 2012

- Meeting called to order: 6:36pm
- Discuss roles
- Need 3 for quorum
- 2 signatures required to write checks
- May 1 – April 30 is tax filing period/fiscal year of covenance
- Phone Service – Keep messages
- Real Estate
 - status letter, amount due if owed
 - invoice
 - copy of covenants
 - budget/financials (not required)
 - homeowner letters
- ACC Committee – 2 year term
 - POA President may approve if within covenants
- Meet August 11, 2012 @Farmers State Bank to get 2 new signatures on account

-Positions declared:

President-	Diana Stone
Vice President (acting)-	Christy Gravitt
Treasurer-	Donna Dunn

Technology- Paul Zimmerman

Social Events- Christy Gravitt

Member at Large- Jen Butler

- More attempts will be made to contact Ray Montoya, who volunteered to serve but was absent
- Meeting adjourned: 7:43pm

Southfork POA

Board Meeting Minutes

August 20, 2012

- Meeting called to order: 5:35pm
- Minutes read and approved
- Confirmed Board member roles:
 - President: Diana Stone
 - Vice President: Christy Gravitt
 - Treasurer: Donna Dunn
 - Technology: Paul Zimmerman
 - Secretary: Jen Butler
 - Member-at-Large: Ray Montoya
- Must remove all prior members from the bank account with the exception of Paul Zimmerman who is a returning board member
- Must add Diana Stone, Donna Dunn to Southfork POA bank account
- Ray will house mowers at his residence
- Garage sale dates will be 9/21, 9/22, 9/23 organized by Christy
 - To reduce postage & printing expense Roy and Christy will hand out flyers door to door
 - Board will purchase 7 garage sale signs to be reused for future Southfork neighborhood garage sales
- Facebook page will be made and monitored by Christy to use as a means of communication with residents. All board members will have admin rights
- 2 flash drives approved for purchase to back up all POA docs

- In the event the treasurer is out of town check book will be left with President
- Upcoming Events
 - Garage Sale 9/21, 9/22, 9/23
 - POA Meeting 10/6 @ 9am
 - Southfork Christmas Caroling 12/20
- Meeting adjourned: 7:43pm

Southfork POA Board of Directors Meeting 17 September 2012 Called to order at 5:56pm

In attendance: Diana Stone, Paul Zimmerman, Donna Dunn; Absent: Jen Butler, Ray Montoya and Christy Gravitt

Minutes read and motion to approve by Paul Zimmerman and second by Donna Dunn

Motion to remove Michael Schneekloth from bank account by Diana Stone, approved by Paul Zimmerman and Donna Dunn

Donna Dunn may be moving in the Spring, may need to find new Treasurer if that happens

Diana Stone to call Rick Slavens for the Southfork POA phone system so we can get messages

Donna Dunn to get the financials of Southfork POA P&L for Paul to add to the website

Garage sale, good response, Christy getting the signs out Thursday evening the garage sale is set for 8am to 2pm

Discussion regarding the General Membership meeting and we agreed to table this meeting until Spring

We need to send out the proposed budgets by January 1, 2013; bills for Southfork POA dues to go out by March 1, 2013

Southfork POA is now on Facebook

Discussion on using email to send out newsletters, notices, etc instead of postage.

Donna Dunn to do a full report on our books/billing/financials for our next meeting

Discussion about insurance for the Board – Donna to check that this is in place

Discussion regarding Spring Clean-up dumpsters and issuing a coupon to our residents so they can access the dumpster – Donna volunteered to have the dumpster at her house behind the fence so the general public will not have access , more planning and discussion needed.

No other new business

Meeting adjourned at 6:48

Southfork POA

Board Meeting Minutes

October 15, 2012

- Meeting called to order: 5:41pm
- Minutes read and approved
- Treasurer report presented, approved
 - Costco Membership in POA name, this was deemed unnecessary and will be allowed to lapse as several members have personal memberships they will use if the need arises
- Donna Dunn is now on the PO Box, Christy will be added as well
- Ray will house mowers at his residence; additionally he will attempt to secure maintenance on the mowers. After much discussion it was decided that this was a good service for our homeowners and would be worth the money spent to maintain them.
- Christy submitted receipt for garage sale signs purchased for the POA. 3 were stolen; the remainder will be used for future community wide garage sales.
- Next meeting will be November 12, 2012 5:30pm at Donna's home.
- Meeting adjourned 6:39pm

Southfork POA

Board Meeting Minutes

November 12, 2012

- Meeting called to order: 5:37pm
- In attendance: Christy, Donna, Jen, Ray, Paul, John Sabel, Chris Leary
- Minutes read and approved
- Treasurer report presented, approved
- P.O. Box will cost \$120 every 6 months
- John and Chris are here to answer lingering questions for prior board
 - Mowers were purchased at Lowes. May have warranty.
 - Costco card in John's possession. He will assume financial responsibility for membership dues as he wants the card personally.
 - Verified what realtors require for closing.
 - Arranged for filing cabinets to be picked up from John.
 - John states vacant home on Bobby Ct. needs VA contacted due to lack of maintenance.
- Diana resigned for personal reasons. Christy was voted new President.
- Ray preparing to assume Treasurer duties from Donna as she will be resigning this spring.
- Christy will generate required Newsletter to property owners.
- Next meeting will be December 10, 2012 5:30pm at Donna's home.
- Meeting adjourned 6:25pm

Southfork POA

Board Meeting Minutes

December 10, 2012

- Meeting called to order: 5:32pm
- In attendance: Christy, Donna, Jen, Ray, Paul
- Minutes read and approved
- Treasurer report presented, approved
- Ray officially assuming position of Treasurer
- Christy will follow up with John on several issues which we've had no follow through from him
- Cory Galicia voted in as Member-at-Large
- Next meeting will be longer as we prepare budget for general vote
- Next meeting will be January 14, 5:30pm at Christy's home.
- Meeting adjourned 6:45pm