

01/20/09 Somerset Meeting Minutes

Date: 01/30/09

Present

Bill Dreyer

Mark Knuth

Don Lambert

Louise O'Donnell

Marc Peterson

Transcriber: Bruce Bonestroo

10/21/08 Meeting Minutes. Please contact me with additions/clarifications.

#	Old Items – Updates in Bold	Action
08.10.05	Discussion of Commercial Crescent. Who owns this? Does city have responsibility of maintaining? Group at commercial area would like clean-up and artwork. Somerset owns Crescent and is responsible for upkeep.	
	New Items	
09.01.01	Snow Removal A. A lot of snow has had to be cleared. B. Group discussed coordination between associations. John Nerig handles the snow with townhouses and Paul Reedhead with the North commercial association.	Bruce
09.01.02	Pavilion at Somerset Lake. Rocks have disappeared from under the pavilion. Group discussed options including larger non moveable rocks, concrete (similar to installed at ditches by National Disease Lab). Don Lambert to work with landscape architect who lives in Townhouse to discuss	Don
09.01.03	Group discussed mission statement for association. Louise transcribed statement and email out for review (1/31/09 note: statement sent out)	Louise
09.01.04	Website. Is up and running. Those interested can contact Jade with Cramer Development directly for tutoring help.	
09.01.05	Commercial Crescent. Nick and Lisa (Somerset Gardener) to work with Bill on a plan. Marc to look in to what help could be had with city such as grant. Group discussed planting ideas similar to MLK Boulevard in Des Moines, Chicago, and Johnston Iowa boulevard plantings. Issue would be how any plantings could be maintained.	Bill Marc
09.01.06	Discussion regarding non-profit status of Somerset	
09.01.07	Discussion regarding incentives to be on board – such as free clubhouse membership.	

02/17/09 Somerset Meeting Minutes

Date: 3/9/2009

Present

Bill Dreyer

Mark Knuth

Don Lambert

Nick Lauter

Lisa Harmison

John Stafford

Transcriber: Bruce Bonestroo

02/17/09 Meeting Minutes. Please contact me with additions/clarifications.

#	Old Items – Updates in Bold	Action
08.10.05	Discussion of Commercial Crescent. Who owns this? Does city have responsibility of maintaining? Group at commercial area would like clean-up and artwork. Somerset owns Crescent and is responsible for upkeep. Bill Dreyer, Bruce Bonestroo and Lisa Harmison met to discuss Commercial Crescent. See new item	
09.01.01	Snow Removal A. A lot of snow has had to be cleared. B. Group discussed coordination between associations. John Nerig handles the snow with townhouses and Paul Reedhead with the North commercial association. HOA has spent around \$6,000 this season on snow removal.	Bruce
09.01.02	Pavilion at Somerset Lake. Rocks have disappeared from under the pavilion. Group discussed options including larger non moveable rocks, concrete (similar to installed at ditches by National Disease Lab). Don Lambert to work with landscape architect who lives in Townhouse to discuss Not discussed.	Don
09.01.03	Group discussed mission statement for association. Louise transcribed statement and email out for review (1/31/09 note: statement sent out) Mission statement revised with comments by John Stafford approved.	Louise
09.01.06	Discussion regarding non-profit status of Somerset Not discussed.	
09.01.07	Discussion regarding incentives to be on board – such as free clubhouse membership. By law, there cannot have incentives to be on board	
	New Items	
09.02.01	Mission statement was review and approve: The Somerset Property Owner' Association is a group inclusive of all Somerset residents which is dedicated to making the Village of Somerset a better community. This is achieved by working to preserve and enhance the community's physical assets, by providing opportunities for Somerset residents to take pride in their community, and by providing environments and occasions for neighbors to connect with one another.	

09.02.02	<p>Commercial Crescent.</p> <ul style="list-style-type: none"> A. Eight of the 20 oak trees that surround the perimeter are not in that great of shape and could fail similar to 2 that were run over. B. Conifer (evergreen) trees forming ring are overgrown and do not all visibility to center of ring. Board approved cutting down majority and/or all of evergreen. C. Lisa to submit proposal to design plan for vegetation plan. D. Upgrade could qualify for neighborhood grant. E. Discussion about how we could acquire public art for this area. 	
09.02.03	<p>Pruning. Group discussed best ways to structural prune as many trees possible. Board approved Lisa and assistant for 60 hours at \$35/hour for structural pruning. Somerset volunteers would move tree trimmings to piles for removal.</p>	
09.02.04	<p>John Stafford provided review of Somerset Property Owners Association Bylaws. John's report and Bylaws included in minutes. Among items discussed:</p> <ul style="list-style-type: none"> A. There has not been a quorum for annual meetings. B. Can only be 3, 5, or 7 Directors 	
09.02.05	Next meeting: March 17 at 7 PM	

Bonestroo, Bruce T [FPM]

From: Don & Cindy Lambert [doncindylamb@mchsi.com]
Sent: Thursday, March 19, 2009 12:44 PM
To: Bonestroo, Bruce T [FPM]; Bill Dreyer; Bonestroo 2; John Stafford; Louise O'Donnell; marc-jenn-peterson@att.net; mknuth74@hotmail.com; anml.ncl@gmail.com; Somerset Clubhouse
Subject: Minutes of SPOA Board Mtg of Mar 17, 2009

Minutes of SPOA Board Meeting of March 17, 2009

Present: John Stafford, Louise O'Donnell, Don Lambert, Nick Lauter(part time)

Absent: Bruce Bonestroo, Bill Dreyer, Marc Peterson, Mark Knuth

ITEMS DISCUSSED:

A) Pavilion Area (Burning Bushes in planters and the area underneath the pavilion):

Consensus is building to remove the plants (at least the Burning Bushes) from the planter boxes in front of the pavilion as they are too big (and will continue to be too big) for their location. There's more than a good chance that they will NOT survive a pruning now and would need constant pruning in the future if they survived and stayed in that location.

There are also several suggestions that they be transplanted to other locations in S'set where they would be better utilized.

Several outstanding issues are:

- What would we plant in place of the Burning Bushes?
- Do we have the money to buy the replacements? Another consideration for the pavilion area is: will we have to spend money to replace the trees/shrubs that were damaged by the snow piles. Do we have insurance to cover that?

Don will work with several other Board members (also some members of the TH/RH association) to evaluate the deteriorated area under the pavilion and make recommendations.

B) Lawn care bids:

We have received several very general 'letters of interest' (not really formal bids as I understand it) from persons or companies interested in doing our SPOA lawn care for summer '09. There is interest in possibly moving our lawn care contract to others because (again, as I understand it) we have generally not been that happy with the service or the prices we have been receiving from 'Landscape by Design'/Wes.

Those of us in attendance did not know whether we even have a 'specification' that will allow all bidders to bid to the same criteria? Do we have area drawings or descriptions that we use for bidding purposes? If not, a 'process' (ie: spec, bids, evaluation methods) needs to be established.

It was suggested that possibly Bruce knows what the process is and also that Dick Pfeiffer (former Board member) might also know the process. Don will follow up with Bruce and Dick.

C) Pruned branches, mulch, etc:

All the branches that have been pruned are now in one of three piles. On Sat, March 21 (weather permitting) we will prune some of the larger trees that Lisa was not able to do; those branches will also be moved to one of the three piles. On Sat March 28 (weather permitting) John Stafford will rent a 6" chipper and we move it to the 3 locations and mulch all the branches. Some of the mulch can be delivered and spread (eg: into some S'set low lying common areas) that day; the rest will be left at site for later use.

D) Commercial Crescent:

Nick suggested that, at this time, we only have Lisa get rid of the stumps from the trees she cut...and hold off on the rest of Lisa's 'Commercial Crescent' proposal until we have a better idea of exactly what we want to do with that site and how much we want to (can?) spend. He also, rightly, suggests that we have a number of other pressing issues at S'set and that we should prioritize them from a timing and cost perspective before we take further action. We have a lot 'on our plate'!

E) We also discussed the fact that because we have so many issues, we should try and set up various committees to address them....with possibly a Board member heading them up. To date it's mainly been the Board members who do most of the work and we must get other S'set residents involved.

Here is a list of just some of the outstanding issues/actions we have:

- pavilion Burning Bushes, and pavilion trees/shrubs damaged by snow
- the mess under the pavilion
- cross-walk signs and traffic controls
- Commercial Crescent renovation
- lawn care and bids/contracts
- deterioration of some areas of the walking paths
- the whole issue of trees (planting new ones in Spring, maintaining them and the ones planted in the Fall, a contract to prune the old/big trees on the Grove, + other tree issues
- the admin issues pertaining to: number of Board members, annual meetings, quorums and proxy votes...and all the other things we don't know about those matters
- how we approve proposals for fences, out buildings, etc

Respectively submitted,
Don Lambert

4/21/09 Somerset Meeting Minutes

Date: 4/26/09

Present

Bill Dreyer

Mark Knuth

Don Lambert

Louise O'Donnell

Marc Peterson

John Stafford

Transcriber: Bruce Bonestroo

04/21/09 Meeting Minutes. Please contact me with additions/clarifications.

#	New Items	Action
09.04.01	Discussion of Horseshoe and Corner Lawn. Discussion was the result of Townhouse/Rowhouse Association working with the city to install artwork at Horseshoe Lawn. THRA owns and controls areas.	
09.04.02	Discussion of current budget: A. Snow removal exceeded budget by more than \$3,000 – tough winter. B. Has saved money with pruning by volunteer effort C. Mowing was budgeted for \$12,000 – will work with mowing company to bring cost for \$10,000	
09.04.03	Landscape by Design (LBD) will be providing mowing services. Motion was made and passed by board to pursue limited weed control with LBD while still maintaining \$10,000 budget.	
09.04.04	Board to work on collecting overdue dues. Goal would be to create a formal communication process	
09.04.05	Fountain is not working. Don Lambert to pursue reasons for this.	
09.04.06	Board to look at where reserve fund is at and if producing interest.	
09.04.07	Board approved special property owner association meeting June 9. Meeting to elect officers and review budget. Will require signed proxy forms for non attending association members. Treasurer will be required to count attendance.	
09.04.08	Board members are covered by insurance.	
09.04.09	Board discussed tax status. POA is now 504A and would 503C be more beneficial. Savings with snow removal/lawn mowing.	
09.04.10	John Reardon (former board member) is still interested in working on safety/stop signs in Somerset with the city.	
09.04.11	Bruce Bonestroo to contact Lisa Harmison regarding mowing of ditches.	
09.04.12	Marc Peterson to look at adding mulch to playground areas.	
09.04.13	Next meeting May 19.	

Somerset Property Owners' Association

Monthly Meeting

May 19, 2009

The meeting was called to order at 7 p.m. by President Bruce Bonestroo. In attendance: Bruce Bonestroo, Don Lambert, Louise O'Donnell, Bill Dreyer, and Nick Lauter. Absent: Mark Knuth, Marc Peterson, John Stafford.

1. Nick Lauter gave an update on tree maintenance in Somerset. Nick stated that the team has met its goals for pruning and planting. 54 trees were planted, at a cost of \$82.00 each. Volunteers put in 130 hours of work.
2. 200 trees were pruned by consultant specialist Lisa Harmison, at an approximate cost of \$10 a tree. 50 additional trees were pruned by volunteers, which involved 30 hours of work. Piling and chipping took an additional 37 hours of work by the volunteers. He reported that about 500 volunteer hours were used in 2008-2009.
3. Nick indicated that an inventory of new trees and a list of equipment need to be completed.
4. It was recommended to set aside \$4000 for the fall purchase of trees. In the near future approximately \$7000-8000 will be required for removal of large damaged trees in The Grove. Problems with trees in the commercial area need to be resolved.
5. Don Lambert reported on the pump failure in the pond. He has been in contact with the company which installed the pump previously. The estimate for repair/replacement is \$3000. Several other companies have been recommended. The question of a new pump fitting the existing fountain is of concern. It was determined to have Don proceed in the investigation of different solutions for the pump replacement.
6. Don reported on the repair of the pond bank under the pavilion. Method of repair and estimate of expenses is needed.
7. A motion was made by Bruce seconded by Don to spend \$160 to spray the medians for weeds. The motion passed 5-0.
8. The Board discussed fence construction within Somerset. There was a suggestion to amend the Somerset fence covenants to match the City's rules. The covenants are on the website, but in the future we may also refer inquiries to the City. The rules should be given to the Townhouse-Rowhouse groups so there is agreement amongst all.
9. The need for volunteers was discussed. Methods of communication and recruitment need to be developed in the future.
10. There are possible problems with the mailing list for the proxies due at the June 9 meeting. Several people have not received the required letter. Bruce is pursuing with Jennifer.
11. Motion to adjourn by Bill, seconded by Louise. Meeting adjourned 8:30 p.m.

Next meeting June 9, special election.

Regular meeting June 16.

Somerset Property Owners' Association

Special Meeting

June 3, 2009

The meeting was called to order at 7 p.m. by President Bruce Bonestroo. In attendance: Bruce Bonestroo, Don Lambert, John Stafford, Louise O'Donnell, Marc Peterson, Mark Knuth, and Nick Lauter. Also in attendance, Jennifer Masini

Absent: Bill Dreyer

1. Discussion of the Agenda and procedures for the June 9 meeting.
2. Discussion of Jennifer's role re: service to Somerset.
3. Presentation of budget by Marc Peterson, discussion of line items.
4. Nick Lauter made a motion to allow up to \$700 in expenditures for the Park Committee for replacement of mulch. Second by Peterson, passed by unanimous vote.
5. Don Lambert reported on the pump failure in the pond concern. Don will proceed in the investigation of different solutions for the pump replacement.
6. Nick Lauter led a discussion about the removal of dead trees. Nick will follow up.
7. A motion was made by Knuth, seconded by Lambert to authorize Bruce Bonestroo to hire a labor service for grounds repair and upkeep, expense not to exceed \$1000. Passed with unanimous vote.
8. Adjourn 8:45.

Next meeting June 9, special election.

Regular meeting June 16.

Somerset Property Owners' Association

Special Meeting

June 3, 2009

The meeting was called to order at 7 p.m. by President Bruce Bonestroo. In attendance: Bruce Bonestroo, Don Lambert, John Stafford, Louise O'Donnell, Marc Peterson, Mark Knuth, and Nick Lauter. Also in attendance, Jennifer Masini
Absent: Bill Dreyer

1. Discussion of the Agenda and procedures for the June 9 meeting.
2. Discussion of Jennifer's role re: service to Somerset.
3. Presentation of budget by Marc Peterson, discussion of line items.
4. Nick Lauter made a motion to allow up to \$700 in expenditures for the Park Committee for replacement of mulch. Second by Peterson, passed by unanimous vote.
5. Don Lambert reported on the pump failure in the pond concern. Don will proceed in the investigation of different solutions for the pump replacement.
6. Nick Lauter led a discussion about the removal of dead trees. Nick will follow up.
7. A motion was made by Knuth, seconded by Lambert to authorize Bruce Bonestroo to hire a labor service for grounds repair and upkeep, expense not to exceed \$1000. Passed with unanimous vote.
8. Adjourn 8:45.

Next meeting June 9, special election.
Regular meeting June 16.

Somerset Property Owners' Association

Special Meeting

June 9, 2009

The meeting was called to order at 7 p.m. by President Bruce Bonestroo. In attendance: Bruce Bonestroo, Don Lambert, Louise O'Donnell, Mark Knuth, Bill Dreyer, and Nick Lauter.

Absent: John Stafford, Marc Peterson

Also in attendance, 34 SPOA members

1. After a count of proxies and attending members' votes, it was determined that there was a percentage of 48% votes cast of the total eligible. Organization rules require 60% to proceed with an officer election. Another meeting will be called in the near future, date TBD.
2. A general review of the budget to date was held.
3. Nick Lauter gave an update on the tree upkeep in Somerset.
4. Questions from the floor and general discussion took place.
5. Meeting adjourned at 8:15 p.m.

Somerset Property Owners Meeting
July 21, 20009

Present: Bruce Bonestroo, Marc Peterson, Don Lambert, Louise O'Donnell, Mark Knuth, John Stafford, Nick Lauter,
Absent: Bill Dreyer

Meeting called to order 6:45 p.m.

-Discussion about fences, considering consolidation of different groups' rules
-Motion by Marc Peterson to spend \$200 to remove Canadian thistle from the retention ditch area, depending on Don Lambert's consultation with experts. Second by Stafford.
Aye vote unanimous.
Adjourn 7:00.

7:00 p.m. Special Meeting to elect the Board called to order by Bonestroo.
12 additional homeowners in attendance.

The Board members introduced themselves.

245 votes were available equaling 48%, meeting the requirements of the by-laws.

It was moved from the floor to make a unanimous vote to keep the Board as is, with the exception of Don Lambert, seconded by Stafford. By acclamation the standing board was elected to serve.

Another unanimous vote was made affirming the nominees for board positions. Those positions and office holders are:

Bruce Bonestroo, President
Mark Knuth, Vice President
Louise O'Donnell, Secretary
Marc Peterson, Treasurer
John Stafford, Board Member
Nick Lauter, Board Member
Bill Dreyer, Board Member

Further discussion took place re: Horse Shoe Lawns landscaping and funding and community gardens.

A question about directories was answered with the statement that Jennifer will be mailing out soon..

Adjournment 8:15 p.m.

8/18/09 & 9/15/09 Somerset Meeting Minutes

Date: 9/18/09

Present 8/18/09

Bill Dreyer

John Stafford

Nick Lauter

Transcriber: Bruce Bonestroo

08/18/09 Meeting Minutes. Please contact me with additions/clarifications.

#	New Items	Action
09.08.01	Trees POA has seven warranty trees at Country Landscapes. Discussion to plant six at empty commercial grates.	
09.08.02	Dead tree on Camden to be removed. Nick Lauter to work with David Blakeley.	Completed
09.08.03	POA to work with Jennifer to get delinquent property owners list. Goal would be to set up policy by December for back dues.	Jennifer
09.08.04	Discussion regarding reasons for raising dues: A. Create more of a reserve for infrastructure failures (trails, pumps, and pavilion). B. Ash borer - removal of dead trees and planting new.	
09.08.05	Printed directory from Hunziker to come out shortly. Bruce to review possibilities with web site for online directory	Bruce

Date 9/15/09

Present:

Nick Lauter

Mark Knuth

Bill Dreyer

Marc Peterson

Don Lambert

Transcriber: Bruce Bonestroo

#	New Items	Action
09.09.01	Directory: Bruce to work with Jennifer and website company to find if Somerset data bases can be incorporated into website database for a directory. Paper directories are being printed by Hunziker.	Bruce
09.09.02	Northwest Somerset area does not have either DSL or Mediacom for internet access.	
09.09.03	Snow removal. Bruce to talk with THRH people regarding how snow removal was handled last winter. Group believes that their contract was handled by snow amounts versus an hourly rate. POA used Landscapes by Design. Other companies: Ames Concrete and Central Landscape.	Bruce
09.09.04	POA to coordinate meetings with city rep and others for managing South 24 th street pond. Goal is a long term plan that has consensus of	

	all.	
09.09.05	POA to work on those owing dues. Group to get list with goal of a plan in the next meetings.	
09.09.06	POA to work on plan with Lisa Harmison for Commercial Crescent. Goal would be for a plan by December meetings.	

Somerset Homeowners Association Meeting
October 27, 2009

In attendance: Bruce Bonestroo, President; Mark Knuth, Vice-President; Louise O'Donnell, Secretary; Marc Peterson, Treasurer; Bill Dreyer, John Stafford, Nick Lauter, and Don Lambert.

Absent: None

Called to order at 7:05 p.m.

Nick Lauter reported that volunteers planted 6 trees over the weekend.

Don Lambert reported on the 24th Street Wetlands. The question: must it be maintained as a "dry retention pond" with EPA rules, or could it be managed as a grassy, tree filled area acting as a buffer to 24th Street.

Don met with Mr. Moore of the City of Ames who is in charge of storm water control. The area is called a 'wetlands' by the City. The EPA has nothing to do with the area, per Mr. Moore. The area was created to replace some natural wetlands pre-existing Somerset, and the intention was to prevent a mass of water hitting the storm sewer system at one time. Don also met with Dr. Paul Readhead (sp) on the issue. Don then met with the two owner groups discussing the Wetlands maintenance. Each group has offered to do their own area maintenance, east and west. The area will not be cut and the trees are all OK as is, as long as they don't block flowage. The Association will cut the area once a year (early spring), and it will cut Canadian thistle twice a year for the coming future. It will seek advice on any tree removal. Thank you to Don for his efforts.

Lambert hired Dave Blakely to remove the fabric under the Pavilion. Don then spread the remaining gravel around and the Association will consider the area OK for the present.

Stafford made a motion approving Bruce Bonestroo's hiring of a web firm to put the Somerset Directory on the website at an expense of no more than \$250. Marc Peterson seconded the motion. Discussion about addressing upload/security/change issues before proceeding. Aye vote was unanimous, motion passed.

A discussion on snow removal ensued. Bonestroo had collected bids from Landscape by Design based on per inch, hourly, and flat rates, with sand, salt, and haul away fees separate. Lambert made a motion to accept the per inch bid. Lauter seconded. Discussion that we recommend a rebid process every 3 years at minimum. Motion passed unanimously.

The Board set the date of the Annual Meeting for Tuesday, January 26, 2010. The regular meeting the month of January will be on January 12, the second Tuesday.

Tentative date for the November 2009 meeting is Tuesday, November 10.

Somerset Homeowners Association Meeting
December 8, 2009

In attendance: Bruce Bonestroo, President; Louise O'Donnell, Secretary; Marc Peterson, Treasurer; Bill Dreyer, John Stafford
Absent: Knuth, Lambert, Lauter

Called to order at 7:05 p.m.

Stafford commented that the notice of the annual meeting with proxy forms will mail out on December 15 with the annual invoices.

John will write the letter and get it to Jennifer.

The newsletter will mail along with the invoice. Louise will write the newsletter and get it to Jennifer.

The City of Ames is holding a "Neighborhood Meeting" on December 15 at City Hall. Discussion of possible attendance at this event took place. No conclusion made.

Stafford moved to authorize Louise O'Donnell to spend up to \$75 for printing of 400 newsletters. Seconded by Peterson. Unanimous aye vote.

Discussion concerning collection of developers' association dues on vacant lots. This has never been invoiced although the by-laws authorize a \$15 payment each year for each lot. Conclusion: to not seek payment of past years' dues but to initiate invoices to the developers this year and in the future. John will call the developers.

John reported that the amount of dues in delinquency from all groups is \$13,000.

The future departure of Jennifer Masini as our managing agent was discussed. John will join Bruce in a conversation with the developers about possible continuation of the existing arrangement or possible property management arrangements. There is concern about information which is not in the records which will be lost at Jennifer's departure. A possible audit was suggested. A transition plan needs to be formulated.

Peterson updated the Board on the budget. A suggestion was made to create a separate account for the reserve funds. Marc will pursue this suggestion.

Dreyer requested that in the future the representative from the commercial group not be a board member but instead be a liaison as is the townhouse/row house representative. This was agreed by consensus.

A review of the future newsletter took place.

Meeting Adjourned 8:15 p.m.

Submitted by Louise O'Donnell

Somerset Property Association Meeting
November 9, 2009

In attendance: Bruce Bonestroo, President; Marc Peterson, Treasurer; Bill Dreyer, John Stafford, Nick Lauter, and Don Lambert.
Absent: Mark Knuth, Louise O'Donnell

Called to order at 6:05 p.m.

1. Fountain removed and holiday lights installed. Group is unsure as to who gave approval for either.
2. Review of as to date budget. Group believes that overall numbers are acceptable.
3. Review and discussion of unpaid dues.
 - A. Group believes that up to \$14,000 has not been paid.
 - B. Group reviewed letters and process to collecting unpaid fees.
 - C. Nick Lauter made a motion approving Somerset POA to proceed with collection process. John Stafford seconded the motion. Aye vote was unanimous, motion passed.
 - D. John Stafford and Mark Peterson will set up meeting with Jennifer Masini to review lists of unpaid dues. Marc and John will also clarify dues for empty lots.
 - E. Goal is to issue letter to property owners who have not paid dues before Thanksgiving.
 - F. December letter that goes out to all property owners for 2010 to contain new policy along with invoice.
4. Somerset POA planted six trees last week at commercial area. Very labor intensive due to removal of bad dirt and brining in good dirt for tree grate area.
5. Discussion of newsletter. Group would like to send out newsletter with December overall POA dues letter.
6. Commercial Crescent landscape was discussed. Nick will review prospects for removing/relocating arbor vitae and report back.
7. Website developer has been given approval for online directory and is proceeding.

On the agenda for the next meeting: Association Newsletter, Annual Meeting Prep.

Meeting Adjourned 7:15 p.m.

Submitted by Bruce Bonestroo

A discussion took place on past due accounts. Current past due fees are estimated at over \$4000. Stafford presented the existing policy with suggestions for a revised procedure. The Board has the right to set and enforce fees and establish a schedule of collections. Lauter moved to accept the new schedule for collection procedures. Peterson seconded the motion. Motion passed unanimously. New schedule below.

1. 20% of the overdue amount will be assessed to any account that is one month past due.
2. 20% of the overdue amount plus fees will be assessed to any account that becomes 2 months past due.
3. A \$50 fee for **Credit Agency filing** will be assessed to any account that is 3 months past due.
4. A \$150 fee for **Lien Filing** will be assessed to any account that becomes 4 months past due.
5. All legal and filing fees associated with the account will be added to the Total Balance Due until the account is brought current.
6. All payments are considered received when received by the SHOA. The new structure provides a 30 day grace period for the initial payment. Bills are due on January 1 and considered late after January 15.

This schedule will be printed on the invoices.

Letters/notices to be sent by the SHOA per the schedule:

1. 30 days past due letter and invoice reflecting the 20% late fee.
2. 60 days past due letter and invoice reflecting additional late fees.
3. 75 days past due warning letter about impending Credit Agency filing.
4. 90 days past due accounts reported to credit bureau.
5. 90 days past due letter to the mortgage company re: account status.
6. 115 days past due letter about impending processing of lien on the property.
7. 120 days past due letter and invoice reflecting the lien processing and title search fees.

Lauter suggested an early special letter to those overdue describing the schedule and process. John will prepare a draft and Jennifer will supply the information and then do the mailing before the end of the year.

Discussion of the 'Commercial Crescent' space:

A landscape plan for the Crescent was prepared and reviewed previous to this meeting. It was decided that the plan was too aggressive at this time and the alterations to the Crescent could be approached in phases. Many ideas were broached and the first phase was outlined as below:

1. Eliminate the arbor vitae.
2. Add oak trees.
3. Remove the red rock.
4. Add walkways/crosswalk spaces.

Nick will research moving the arbor vitae and saving them for other locations. Opportunities for funding need to be researched and pursued.

A discussion about raising membership dues ensued. It was agreed the Board needs to quantify the needs, estimate future costs, and project a budget hypothesizing increased dues' income. Collection of past due fees and the expense of collection are a major factor in estimation.

On the agenda for the next meeting: Association Newsletter, Annual Meeting Prep.

Meeting Adjourned 9:15 p.m.

Submitted by Louise O'Donnell