

# Buffalo Creek Homeowners Association

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## Board Meeting Minutes November 14, 2019

**MEETING:** The Board Meeting of the Buffalo Creek Homeowners Association was held at the Leeper Center on Thursday, November 14, 2019. Sally called the Meeting to order at 7:06 pm. A Quorum was established.

**PRESENT:** Board Members present: Sally Weisser, Bryan Lamoreaux, Natalie Ross, and Alden Gaw. Kim Holbrook and Jesse Riesterer were absent.

**MANAGEMENT REPORTS:** Natalie made the motion to approve the October minutes. Bryan made the second and the motion passed by a unanimous vote. Bryan made the motion to approve the Financial Statements. Natalie seconded and the vote was unanimous to approve. Tim pointed out the proposed 2020 budget in the packet. The Board needs to approve the Budget so it can be sent in the Annual Newsletter.

**ARCHITECTURAL REVIEW COMMITTEE:** Tim pointed out that at the last Board meeting we had discussed voting on an Architectural Review Chairperson, however that never happened. Alden made a motion to appoint Natalie as the Chairperson, seconded by Bryan, the vote to approve was unanimous. Alden questioned the ARC Committee process as the house next to him is the same color and that's not supposed to happen. There was also question about a house that has a different second floor color.

**DISCUSSION ITEMS:** Contracts: Both the Gallegos Trash and American Family contracts were multiple years and this year was simply a renewal year. Alden made the motion to approve the Buffalo Creek Management Company Contract. Natalie seconded and the motion passed with a unanimous vote. Alden will work on wording to suggest for the renewal next year. The Landscape contract is currently up for consideration. Tim had contacted 16 companies and received back proposals from five. The Board packet contained the RFP and proposals received. It was requested that Tim make a chart of the proposals so the Board can determine which ones they would like to interview. Tim pointed out the need for a filtration system on the irrigation system to keep the spray heads from clogging up. Talking with a pump guy it sounded like the cost would come in at around \$9,000.00. A more formal cost will be requested.

Tim pointed out that the Annual Meeting will be January 9, 2020 and several things need to be in place for that meeting. Discussion covered the coupon booklets needing be mailed around mid-December. Bryan asked if we could hold onto the coupon books and make people pick them up at the meeting. People expect to receive their coupon books in Mid-December. Annual Newsletter is sometimes sent around that time, but then it seems homeowners forget due to the Holiday Season. A separate mailing around the first of the year seems to work best. Signs are put out at the neighborhood entrances and notice is put on the Webpage. Board Members man the sign up table and need to instruct and verify homeowners in good standing as authorized to vote. More discussion will take place on Proxy verification and acknowledgement. The Board needs to think of things to put in the Newsletter. Bryan suggested we offer credit card payment system on the Website. Tim pointed out he was auto charged by Wix, there was no way to contact them, Bryan could not get them to refund the money, Tim had to file a complaint with the bank and close his account. The Website does have to have information on how to contact the Management Company and how to mail in a payment.

**NEXT BOARD MEETING:** The next Board Meeting will be held Thursday, December 12, 2019, 7:00 pm at the Leeper Center.

**ADJOURN:** With no further business before the Board, at 8:30 Alden made the motion to adjourn which was seconded by Bryan. The vote was unanimous to approve the motion.