

EAGLE'S CREEK OWNERS ASSOCIATION, INC.

A Deed Restricted Community



September 27, 2017 @ 6:00 p.m.

BCM Conference Room

Minutes

Board Members in Attendance:

- **Steve Millican**
- **Bruce Rodriguez**
- **Tom Huffine**
- **Brenda Huffine**
- **Sal La Cara**

Property Manager in Attendance:

- **Matthew Ciupak- CAM**

Call to Order- Tom Huffine called the meeting to order at 6:03 p.m.

Proof of Notice- Tom Huffine put out the board meeting signs at least 48 hours in advanced at the entrances and was posted on the website.

Establishment of a Quorum- A quorum was established based on the attendance of the board, 5 out of 5 board members were present.

Pledge of Allegiance- Tom Huffine led in the Pledge of Allegiance.

Approval of prior minutes- Meeting Minutes from February 28, 2017 approved based on a motion made by Steve and seconded by Bruce, and the motion passed as the entire board present was in favor.

Collection Policy - The board reviewed the existing collection policy and agreed to stay proactive by reaffirming the following policy:

- **Step 1:** Invoices to be sent a minimum of 15 days prior to due date.
- **Step 2:** Reminders to be sent out between due date and 10 days from end of grace period.
- **Step 3:** Late notices to be sent out with funds due within 10 days or further action will be taken after end of grace period. Owner will incur additional charges.
- **Step 4:** Intent to Lien certified letter to be mailed beginning 10 days from termination date in Step 3 Notice. Owner will have 45 days to pay before account is turned over to legal and collections. Owner will incur additional charges.
- **Step 5:** After 45 days from mailing of letter in step 4, account will be sent for placement of a lien and collection efforts, including foreclosure

action if necessary after 3 years of being delinquent. Owner will incur additional charges.

Tom moved to approve, seconded by Sal, passed 5-0

2018 Budget- The 2018 Budget was approved as presented based on a motion made by Brenda and seconded by Sal, and the motion passed 5-0. Dues remain the same for 2018 at \$166 per homeowner.

2018 Annual Meeting Date- the Annual meeting for 2018 is tentatively scheduled for February 27, 2018 at 6:30 p.m. based on the availability of the school.

Holiday Season Decorations- Tom made a motion to have a third party install the decorations due to the lack of volunteers each year to help decorate the entrances and cap the cost at \$2,000. Steve seconded it, passed 5-0

Adjournment of the Board Meeting- Adjournment of the board meeting at 7:00 pm