

**IVY RIDGE NEIGHBORHOOD ASSOCIATION
MINUTES FOR EXECUTIVE BOARD MEETING**

Location: Mary Allen's home
Date/Time: October 23, 2017 @ 3 pm

ATTENDEES

1. Scott O'Brien(P)	2. Marv Briggs(VP,G)	3. Melissa Severson (S,T)
4. Mary Allen (C)	5. Rich McClave (M)	

MEETING CALLED TO ORDER

1. FINANCIALS

Marv requested a financial overview by month for 2016. Per Melissa, this data is in the monthly reconciliation. Additionally, the monthly balance would have been noted in the meeting minutes.

2. OLD BUSINESS

- The Board discussed how best to respond to the queries of Mark Hines raised at the general meeting regarding financials. Would email be suitable? Speaking with him in person? Or both?
- The Board discussed moving forward with a decision to hire a property management company for the Neighborhood Association. After interviewing three property management companies over the course of the last month, the Board took a vote regarding moving forward with management. HomeLink was selected as the property management company; their price is the most affordable.

Should a property management company be hired for the Neighborhood Association?

Yes: Melissa, Scott, Mary, Rich

No: Marv

3. NEW BUSINESS

- The Board discussed whether or not to respond to an anonymous email.
- The Fall Drive Through Evaluation will be November 1. Board members need to check their schedules and confirm this date is suitable for everyone.
- The in-ground sprinklers need to be shut off for the season. Phase 2 will be shut off on Wednesday, October 25 and Phase 1 sometime in mid-November.
- The by-laws of Ivy Ridge require the Board to establish and maintain a separate account for capital expenditures. (Declaration of Covenants, Conditions, and Restrictions: Article 4, Section 3 **Computation of Budget:** It shall be the duty of the Board to prepare a budget covering the estimated cost of operating the Association during the coming year, **which shall include a capital contribution of reserve.**) Previous Boards have failed to comply in fulfilling this duty. The current Board agreed last year to set up the account and make an annual deposit.

MEETING ADJOURNED

MINUTES APPROVED: _____ **Approved**

President Scott O'Brien

Secretary Melissa Severson