

**KINDERTON VILLAGE SINGLE FAMILY ASSOCIATION  
BOARD MEETING  
MONDAY, JANUARY 16, 2017**

**CLUBHOUSE, KINDERTON VILLAGE, 5:30**

Call to Order at 5:36 PM.

Present: Roger Williams, Eric Moore, Walter Neumann

Management Representative: Ann Scofield

**B. ELECTRONIC VOTE UNANIMOUSLY APPROVED BOARD ACTION ITEMS**

Minutes of the SF Board Meeting - December

**C. FINANCIAL REPORT**

Review of financial reports for December 2016

Trent Adams agreed to take care of landscaping repair expense, resulting from the damage done by heavy duty construction vehicles running over curbs while entering or leaving Kinderton.

At some point in the future it will be necessary to write off the outstanding debt associated with home at 124 North Forke.

**D. UNFINISHED BUSINESS**

Christopher Flythe from Criterium was not able to attend this meeting but will contact Eric early next week to schedule the initial inspection of alleyways prior to the upcoming repair project.

There was no further information on Halloween procedures. Ann is in the process of checking on legal considerations.

Annual meeting plans— PDQ will supply refreshments; Walter and Ann will arrange a walkthrough of the church facilities to work out the details regarding available space and tables. The door prizes will only be given out if the required quorum is met. They will be purchased after the meeting and mailed to winners. Regarding elections, all of the current SF board members will be staying on, but another new member is needed. The sequence of the assoc. annual meetings (i.e.: Master/SF) (Feb. 28) will be determined after the January Master Board meeting. A key consideration is that Master Board members are voted in by a representative from each of the sub associations.

**E. MONITOR, REPORT, and INFLUENCE (MRI)**

**F. NEW BUSINESS**

Eric made a motion to formalize the procedure for signing contracts. He proposes that all board members be involved in reviewing the entire contract prior to signing.

Eric made a motion to change our SF Board meetings to 2nd Monday of the month or possibly Tuesday. Ann will check her calendar and we will wait for all members to vote.

Ann presented a draft of a new working document called "Annual Plan". This is an outline or guideline listing all tasks, events, maintenance items, deadlines, etc. for the entire year. This will make it easier to insure that things get done at the proper time each year. This will also clarify

and document management responsibilities. Board members will review the draft and make recommendations for any changes or additional items.

Notice for annual meeting must go out soon. Ann will distribute last year's version so that the board members can review and possibly make recommendations for changes. Discussed plans for public board meetings. Suggestions were made to have 4 "open" meetings per year (Feb, May, Aug, and Oct). Oct. meeting= budget ratification; Feb. meeting = annual meeting.

#### **H. BOARD MEETING ADJOURNMENT**

Adjournment: 7:02

Prepared by Walter Neumann  
For Kathie Sears, Secretary