

## **Approved**

A regular meeting of the Executive Board of the Agate Creek Preserve Homeowners Association was called to order by Rick Dowden, president, on Sept. 10, 2012 at 3:30 pm at the conference room of Commercial Property Group.

In attendance were board members Rick Dowden, Ted Swain, Russ Atha, Cheri Trousil. Randy Dean attended by phone conference. Also present were Joe Robbins, treasurer and Nancy Jarchow, secretary. A quorum was present. Rick presided and Nancy acted as secretary.

Motion was made and unanimously approved to hold the annual HOA meeting on Oct.17, at 3:00 pm, at the conference room of the Wells Fargo Bank, followed by the first board meeting.

Motion was made and unanimously approved to adopt the minutes of the 7.18.12 board meeting.

Motion to present the CCIOA Resolutions to the members at the upcoming annual meeting was made and unanimously approved. Board will recommend adoption at the meeting.

Treasurer's Report – Joe reported all HOA fees, water use and base charges are current w/ all homeowners. We are moving from a fiscal year ending 8.31 to a calendar year. This leaves expenses for four months from 9.1.12 through 12.31.12 to be budgeted in addition to the 2013 fiscal year's budget. Joe noted there are enough funds to cover the additional four months of expenses which include revenue generated from ongoing water fees, without assessing additional dues to the homeowners. We anticipate no significant increase in expenses for the upcoming year which will allow us to keep the current annual dues of \$3,000 at their present level. Randy and Nancy questioned how to propose the new budget to encompass the 16 month period. After a lengthy discussion, motion was made and unanimously approved to adopt a 16 month budget to run from 9.1.12 through 12.31.13. Rick suggested that the new proposed budget be sent to the homeowners with an accompanying memo indicating the breakout of the 4 month and 12 month periods. Future budgets will be prepared on a 12 month calendar year basis.

Currently, we have \$61,000 in cash reserves. Joe recommended we establish separate bank accounts for operating expenses, water reserves and general reserves. Russ suggested the accounts be labeled to distinguish the separate water and general reserves. A motion was made and unanimously approved to maintain separate accounts per CCIOA requirements.

Water Report – Nancy reported Bruce Thompson has suggested we budget for several items for the upcoming year to include a new meter head, back-up chlorine pump and pipe fittings for a total of \$4,000, including labor. This will replace several items in last year's budget so costs will be a wash.

Rick will ask Commercial Property Group prepare to the Notice of Annual Meeting and Nancy will authorize that it be sent to all members of the homeowners association by US and electronic mail. The packet will include the notice of the upcoming annual meeting, agenda, proposed 16 month budget with an explanation of the breakout, minutes from 2011 annual meeting, notice of election of board members, and proxy form.

Motion was made and approved to adjourn the meeting.

Respectfully submitted,

Nancy Jarchow, secretary