

Newberg Crest Home Owners Association

Meeting Minutes Board of Directors

Date/Time: October 12, 2016 @ 7:00 PM. Haggens, Snohomish

BOARD MEMBERS PRESENT:

John Moss	President
Brian McMahan	Treasurer
Luke Webster	Secretary

HOMEOWNERS PRESENT:

Kacey Kemp	ACC
Skyeler Malone	MCC
Lee Briggs	Outgoing ACC
Karen Smith	Outgoing Secretary

ESTABLISHMENT OF QUORUM/CALL TO ORDER

A quorum was established and the meeting was called to order by President John Moss at 7:00 PM.

Prior Meeting Minutes:

- Aug 10, 2016 meeting notes were approved.
- Oct 5, 2016 annual meeting notes approved with adjustments.

Official Welcome and farewell:

- Welcomed new Secretary Luke Webster, ACC Chair Kacey Kemp, and MCC Chair Skyeler Malone
- Thanked outgoing Secretary Lee Briggs and ACC Chair Karen Smith

Finance Report:

- No changes from finances reported during Oct 5, 2016 annual meeting

Old Business:

- Entrance re-barking and Landscaper
 - Agreed to terminate Omar's Landscaping contract as they've not performed work or sent invoices since June 2016
- Contract checklist protocol
 - Confirmed notices will be sent to home owners before bi-yearly inspections
 - Initial letter of infractions will be sent by Professional Community Association Management (PCAM) without Board's disposition
 - Board will be notified of all infractions and will make final disposition for appeals
 - Confirmed PCAM will conduct inspections on easement road for lots 102, 103, 104, and 105

New Business:

- Lee Briggs provided flash drive with Newberg Crest document to Luke Webster for Secretary handoff

ACC Report:

- Karen Smith provided Kacey Kemp with ACC documentation for ACC handoff

MC Report:

- Lee Briggs provided keys and maintenance information to Skyeler Malone for MC handoff

New Action Items:

- Skyeler – gather quotes for new landscaper
- Luke – Send contract termination letter to Omar's Landscaping
- Brian – Provide north gate keys to members north of culvert

Next Meeting:

- The next meeting will be November 9th at 7 PM, Snohomish Haggens.

Meeting Adjourned at 7:47PM

Respectfully submitted October 12, 2016 by Luke Webster.