

Lexington Estates First Homeowners Association

Meeting Minutes

October 4, 2005

1. The meeting was held at the Great Falls Library in the small conference room and the president, Eldin Leighton, called the meeting to order at 7:01 pm.
2. The meeting was attended by: Eldin Leighton, Mark and Erin Summerfield, John Small, and Diane Wiltshire. Four members of the association were also present: Paul Thorman, Joe Fasching, Mira Prostick, and Jeff Rainey.
3. The September 2005 minutes were approved as submitted.
4. Mark Summerfield gave the treasurer's Report and it was approved. One disclosure packet was sold. Five additional annual due payments were received with one member paying for two years. Nine members have yet to pay their annual dues.
5. Beth Garrigan ,who was not present, informed the board prior to the meeting that there was no ARB activity for the month of September.
6. Ed Heberg, who was not present, informed the board prior to the meeting that there was nothing to report regarding the Lands and Grounds Committee.
7. Diane Wiltshire informed us that the Neighborhood Watch signs were on back order still.
8. Diane Wiltshire reported that the Hospitality / Newcomers Welcome Committee delivered three baskets in September. Her committee is requesting additional baskets be donated.
9. School Site Sale Committee. Joe Fasching reported that he had spoken with Jane Strauss and she said there has been no action by the school board regarding the sale of the school site. Jeff Rainey informed us that there is no action pending regarding the property on the part of the park authority either.

Old Business

10. There was no old business.

New Business

11. The HOA web site has been hosted with www.ixwebhosting.com at the cost of \$50 for one year.

Automating ARB workflow was discussed. Draft pages of pre-approved color schemes, sidings, replacement windows and doors will be prepared for later review by the board with input from the ARB committee, etc. After modifications we may decide to publish these pages on our web site. Having the pages published would allow discussion and revision of guide lines at future annual meetings hopefully making the ARB review process not only less laborious but perhaps as objective and up to date as is possible.

12. It was suggested that the officers and committee chairs prepare a description of the business process they engaged in as they carry out their duties. This could be compiled later into an SOP (Standard Operating Procedure) manual. The purpose of this exercise is not to formulate an official document but rather to capture the collective knowledge of those persons filling these roles. This informal documentation could then be referenced by future officers and committee persons thereby safe guarding against the possible lost of expertise during the transition of personnel.
13. Retaining a lawyer to review the deed of the school site property was discussed. It was decided that this would not be fruitful at this time.
14. A motion to prohibit the hunting of deer in common areas carried.

The meeting was adjourned at 8:05 pm.