



CROSS CREEK HOMEOWNER'S ASSOCIATION  
Minutes of Regular Monthly Board Meeting  
7 PM, January 9, 2014, Aloha Oregon

Board Members present: Don Duncan, Monique Richmire, Wendy Matthews, Jayne Nichols, Denise Oest, Cheryl Wrzesinski – Arrived late

Board Members absent: None      Staff Members present: None

Meeting called to order at 7:05 pm, quorum was confirmed.

Open Board position and Staff positions for Administrative Assistant and Cross Creek Times Editor were announced. Don requested notice of these openings be included in the Cross Creek Times. Submission of resume or background information was recommended for Staff applicants.

November and December Board Minutes were reviewed, corrected and approved by unanimous vote.

Homeowner Forum: No Property Improvement Proposals were submitted. Two community members were in attendance.

**Officer Reports:**

- President: Don gave report. Pat Mazzocco recently tendered her resignation as Staff Secretary and Cross Creek Times Editor. Pat will be assisting in the transition of Staff tasks to new people. Don attended to check approvals, questions from homeowners and Boy Scout Troop's interest in cleaning up Butternut Creek.
- Vice President: Monique reported continued focus on refining Board and Staff Job Description drafts.
- Treasurer: Wendy provided written report of financial activities. Account Balances: Checking: \$3,040.89 Money Market balance \$22,548.09 Savings balance \$53,053.15. **Total Cash on Hand: \$78,642.13** Nancy Brewer has been offered and accepted the staff position of Bookkeeper and will be taking over bookkeeping tasks in February.

**Maintenance Activities:** Don continues to perform general maintenance: Pool water quality and pump operations, leaf pickup, ping-pong table repair, toilet repair, change lock combination at courts. Don requested that Rec Center games, ping pong and pool tables not be moved by Rec Center Renters

**Committee Reports:**

- Property Standards: Monique reported on committee meeting. Standards matters include holiday decorations, unlicensed vehicles, utility trailer and problems with contact information for owner. Pat will be assisting Monique with letter template drafts.



- Recreation Center: Jayne led a discussion regarding long –term rental arrangements. Input on Rental Agreement and Welcome Letter was requested from the other Board members. Book Club attendance is good. Discussion of need for feedback from Rec Center users prompted suggestion of making contact with renters during the past year for input. Jayne agreed to forward this action by way of e-mail.
- RV Lot: Denise reported that one lot space is available and requested that notice be placed in the CC Times. There are no issues and the gate bolts were tightened by an unknown lot user, which was appreciated. Pre-emergent is scheduled to be applied during the next month.
- Maintenance: Don reported that one response from the Request for Quotes has been received. Meeting with Reserve Study contractor is scheduled for Thursday January 16.
- Executive Committee: Committee did not meet during December.
- Nomination Committee: Committee did not meet during December
- Finance Committee: Committee did not meet during December

**Unfinished Business:**

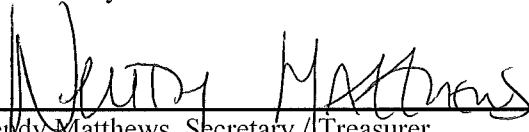
- Approval of Welcome Letter and Job Descriptions were postponed.

**New Business:**

- Budget for Fiscal Year 2015 was discussed. Suggestions for Budget preparation included a review of previous year’s maintenance costs, completion of Reserve Study and securing more contractor quotes.
- Copies of documents received by the Association pertaining to Lot foreclosures were reviewed by the Board.
- The Board discussed the Meeting Minute format and content.
- Roster for Association Members/Owners was distributed to Board members and discussed. Suggestions made included confirming accuracy and adding contact information for tenants.
- The Annual Homeowner’s Meeting held in April was discussed.
- Staff position monthly salary amounts were discussed.

Meeting was adjourned at 8:55 PM.

Submitted by

  
Wendy Matthews, Secretary // Treasurer  
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4/17/14

Next Meeting scheduled for February 13, 2014