

**LIVE OAK PRESERVE ASSOCIATION, INC.  
BIRCHWOOD VILLAGE HOME OWNER'S ASSOCIATION  
MEETING #2**

**Clubhouse Conference Room  
November 1, 2013 @ 7:00 pm**

**AGENDA**

Meeting called to order: at 7:06 pm

**Approval of Previous Minutes:**

- Minutes approved with change to add resident's last name: Jonathan \*Davis

**Treasurer's Report:**

- 1) Devise any capital expenditure plans for 2014
  - a. Discussion to improve village monument- approx. \$5000-5300
  - b. Motion to add a line item to 2014 budget to reface entrance monument
    - i. Not to exceed \$5500
    - ii. Unanimous vote-all in favor
  - c. Agreed to invite Big Yellow to board meeting to make changes to landscaping to the monument area.
- 2) Discuss sidewalk and gutter pressure washing/tree maintenance
  - a. tree trimming and pressure washing was discussed
    - i. no village monies to be spent on this
  - b. residents to be held responsible for tree trimming-letter to be sent to notify residents
  - c. Village/Fining Committee will handle fines if residents do not comply with tree trimming and pressure washing
- 3) Establish the 2014 budget and assessment
  - a. Discussed budget
  - b. Budget increased of approx. \$6000 for Village Repairs to include the monument update
  - c. Assessment stands at \$250-agreement to discontinue discount on annual dues for this year due to several failures to pay dues
- 3) Discuss what to do with severely delinquent accounts receivable
  - a. Foreclose on the ones upon which we have a lien?
    - all in agreement to inquire to attorney to discuss our options for getting dues and what the costs are involved with this
  - b. Turn any unpaid 2013 assessments over to the attorney?
    - agreed to charge interest on overdue payments

## Old Business:

None at this time.

## New Business:

- 1) **Begin planning the holiday party**
  - a. Date: 12/07/13: 1:00 pm – til
  - b. Location: Up by monument
  - c. Format: activities and decorations all at the same time
    - activities to include; bird feeders, cookie makings
    - budget approved of \$500
    - Volunteers to help prepare flyer
  - d. Have Big Yellow (BY) trim up the plantings so we can access the monument
    - i. Meeting with BY at the monument how to trim shrubs
  - e. Clean the monument
    - i. To be completed after shrubs trimmed
  - f. Resident notification
    - i. 2014 budget & Holiday Party flyer in mail by November 15th
- 2) Establish the date for the 2014 Annual Meeting- item 2 tabled until next meeting
  - a. Location:
  - b. Time
- 3) Set the deadline for mailing the dues notices –
  - mail assessments by 12/15/13
  - annual dues are due by 1/15/13
- 4) Prepare the candidacy notices for board positions, to be sent with the dues notices
  - to be determined

## Questions/Comments/Suggestions:

- None at this time.

**Adjourn: Motion/approval to adjourn 8:35 pm**

**Members Present: Dick & Kathy Thatcher, Mike & Kristina James, Allison Jurey**