



**Mountain Oaks Homeowners Association (MOHA)
Board of Directors Meeting Minutes
February 22, 2012**

Present:

Ron Monesmith, President
Vince Desandro, Vice-President
Dave Parks, Treasurer
Dennis Collins, Special Projects
Bev Collins, Secretary
Beth Haworth, MOHA Website Master

Next meeting date: TBD when bid proposal is ready to review (estimated 1 week)

Meeting called to order at 6:30 pm. The board appointed Bev Collins to fill the vacancy of secretary.

Business:

1. Mailbox posts

\$760 was approved for mailbox post work

4 repaired

160 and 195 Odessa

5014 Broadmoor Bluffs Drive

5125 Neal Ranch Road

1 replaced

65/75 Mahogany

It was noted that MOHA is responsible for replacing posts but not mailboxes. The homeowner is responsible for mailbox cost. Homeowners may upgrade their mailboxes if they wish; however, the association does want to keep continuity and esthetic control of appearances.

2. Meter cost

The public meters were not turned off last fall and it is costing about \$100/month for basic fees. Dave will arrange for them to be turned off in the fall.

3. MOHA dues letter

The proposed letter was approved for sending to residents and for the website.

Dave and Bev will mail dues letters by March 1.

Dues for the coming year are \$325 and due by March 31.

A late fee of \$25 will be assessed for late dues payments.

4. MOHA website

Beth was instructed to remove old newsletters from the website. Bev is to get hard copies from Teresa Farris for archiving.

Minutes of meetings will remain on the website for future reference.

Beth will provide an invoice for MOHA website domain fees.

5. MOHA Yearly Maintenance Contract

Ron and Vince will clarify and develop the Statement of Work (SOW) and Bid Request in preparation for board approval before submission to vendors for bids. The companies to submit bid requests to are:

Switzer
Rudin
(looking for a 3rd)

The scope of work to be covered:

Sprinkler activation and maintenance
Weed control
Turf mowing and landscape trimming
Fence maintenance
Snow removal
Mailbox/Fence repair and replacement

Discussion:

When the sprinkler system is activated, one person should walk the system and take pictures so we have a record of the sprinkler layout.

Bids for sprinkler maintenance/repair should be submitted on a time and materials basis. The contractor will be asked to include hourly rates.

The contract will cover weed control – pre-emergent and seasonal, trimming, and general cleanup. Snow removal is 4” or more and requires board member approval.

The contract is to be awarded for the 2012 base year with option to renew additional years (accounting for cost increases), so the winning contractor does not need to rebid yearly. MOHA has the option to not renew.

6. Homeowner problems

Dennis Collins will be first line board member to look at homeowner property problems that need MOHA action. Homeowners can reach him at:

Phone: 641-328-0570

email: dennis@opportunityclicks.com or bev@sitesandsounds.com.

7. MOHA Insurance

Policy will be renewed with no changes.

8. Board meetings date/time

Meeting date/time will be posted 3 days prior in the Announcement section of the website home page (with the exception of emergency meetings). Agenda items need to be presented to the president 2 days before the meeting.

The meeting was adjourned at 8 pm.