

**MINUTES**  
**REATA RIDGE OWNERS ASSOCIATION**  
**ORGANIZATIONAL BOARD MEETING**  
**416 Silver Mine Drive**  
**Monday January 4, 2016**

**I. CALL TO ORDER**

1. Determination of quorum.
  - a. Members present - Garrett DeLong, James Luker, LaToya Mallette and Charlotte Moore (David Buchanan not present)
2. Introduction of guests
  - a. No guest present

**II. CONSENT ITEM**

1. Discuss, Consider and Act on Approval of the Reatta Ridge Owners Association minutes from the December 7, 2015 Annual Association Meeting.
  - a. Motioned by Garrett DeLong, seconded by LaToya Mallette, approved by the board.
2. Discuss, Consider and Act on Approval of 2015 Annual Treasurer's Report.
  - a. The report will have back up going forward.
  - b. The board will periodically review the higher expenses to make sure they are within reason.
  - c. All major expenditures need to be addressed by the board before paid.
  - d. Motioned by Garrett DeLong, seconded by James Luker, approved by the board

**IV. ACTION ITEMS**

1. Discuss, Consider and Act on nomination and selection of Officers for the POA Board.
  - a. The board positions – President is Garrett DeLong, Vice President is James Luker, Secretary is LaToya Mallette, Treasurer is Charlotte Moore, and Dispute Resolution Officer is James Luker
2. Discuss, Consider and Act on assignment of duties of Directors and maintenance of website.
  - a. Specific duties for each director will be discussed in detail in a future meeting.
  - b. The website will be maintained by LaToya Mallette.
    - i. David Buchanan was the last user and has the login information.
3. Discuss, Consider and Act on the current budget for 2016.
  - a. There was discussion on the larger annual expenses to get some bids and make sure the expenses are within reason.
4. Discuss, Consider and Act on changing signatures on the Justin State Bank Account
  - a. Charlotte Moore will take Garrett DeLong to the bank to get his signature added to the HOA bank account as soon as the minutes are completed (the minutes are required by the bank in order to get Garrett DeLong's signature added).
5. Discuss, Consider and Act on compliance issues.
  - a. Tabled until policies have been properly established.
6. Discuss, Consider and Act on setting dates and times for monthly board meetings.
  - a. The board will meet at 7:00 pm the first Wednesday of every month rotating amongst the board members' homes.

- b. The board meeting schedule for 2016 is:
  - January 4 – Charlotte Moore
  - February 3 – Garrett DeLong
  - March 2 – James Luker
  - April 6 – LaToya Mallette
  - May 4 – David Buchanan
  - June 1 – Charlotte Moore
  - July 6 – Garrett DeLong
  - August 3 – James Luker
  - September 7 – LaToya Mallette
  - October 5 – David Buchanan
  - November 2 – Charolette Moore
  - December 7 – Garrett DeLong
- 7. Discuss, Consider and Act on setting dates for pool cleanup and opening days.
  - a. The pool cleanup will be April 30, 2016 and the pool will open May 21, 2016.
- 8. Discuss, Consider and Act on accounts receivable issues.
  - a. HOA dues are due March 31 annually, which the residents mail to the HOA P.O. Box.
  - b. The late fees for the dues are \$10 a month up to 5 months a year with 19% interest.
  - c. A 3-month payment plan is offered by the HOA for dues before a fine is assessed.
- 9. Discuss, Consider and Act on New Business.
  - a. The board would like to develop a welcome letter/kit for incoming residents. Also do more meet and greet with the current residents.
- 10. Set agenda for next monthly meeting.

**V. ADJOURNMENT**