

**Sunwest Homeowners Association**  
**Board of Directors Meeting**  
*Monday, March 19<sup>th</sup> 2012*  
*6:00 pm*  
*325 Conrad Drive*

**HOA MINUTES**

**1. Call to Order**

- The March Board of Directors meeting was called to order by Sandy at 6:04PM
- Parties present were Board members Sandy, Tom, Joe and MSI Community Manager Chris. Due to conflicting schedules, Michael joined for the 2<sup>nd</sup> half and Kris was unable to attend. Kris arranged to proxy his vote to Sandy.

**2. Homeowners Forum**

- No homeowners other than Board members were present

**3. Ratify Minutes from February 2012 Meeting**

- Sandy made a motion to ratify the minutes from the previous meeting, seconded by Tom, approved unanimously

**4. Ratify February 2012 Financial Statement**

- Accounts Receivables balance is much higher than normal due to a large batch of paper mail notifications sent in late January
- Sandy moved to approve February 2012 financials, seconded by Joe, approved unanimously

**5. Old Business**

**Legal Report / Delinquencies**

- Board members were briefed by Chris (MSI) about details of a specific delinquent account, MSI's actions and a possible upcoming court date for legal pursuit.

**Architecture Control Committee Report**

- Joe provided a summary of last weekend's meeting of the Architectural Control Committee (ACC) to approve three (3) new homeowner requests. Details about the request and the committee's endorsements were discussed.

**6. New Business**

**Spring Maintenance & Walkthrough**

- Per member request, Chris (MSI) provided the board with best practice suggestions of what to look for during a spring HOA walkthrough. A date and time was decided upon for when Chris (MSI) and select Board members will perform a spring walkthrough.

**Newsletter**

- A brief discussion ensued to collect content for upcoming newsletter and a minor adjustment to the newsletter format.

**Praise**

- Sandy announced the Board of Directors had received an email with positive feedback

**Debt Decision**

- MSI Accounting has requested Board members write off past due receivables of a home that had foreclosed as bad debt. Sandy motioned to accept and write off bad debt of the account MSI had proposed, seconded by Joe, approved unanimously.

**7. Adjournment**

- Michael's motion to adjourn at 6:45 PM was approved.
- The next Board meeting will be held at 325 Conrad Drive at 6:00PM April 16<sup>th</sup> 2012.
- The next Board meeting with MSI in attendance will be on May 21<sup>st</sup> 2012.