

EMPOA  
Board of Directors Meeting  
April 6, 2004

Present: Patricia Amador, Nancy Case, Veronica Davis, David Desrochers  
Absent: David Harns, Tammy Pearson, Paul Pirrotta

- A. The meeting was called to order by Veronica Davis and a quorum was established.
- B. No visitors were present
- C. Approval of minutes of March 2 meeting. The minutes were approved as revised with the following change. The cost of the non-profit filing fee was noted to be \$20, rather than \$10.
- D. Budget report and Insurance Progress – Nancy Case

Before the meeting Nancy had sent out the budget to members. Patti asked Nancy to separate the trash from the owner's dues and to record the income and expenses by month with a comparison to the budgeted amount. She also asked Nancy to attach a copy of the bank reconciliation to the budget report. Nancy reported that the budget was reconciled to the bank statement as of 3/24/04 and the bank statement was attached. Trash will be separated from dues. (See attachment of budget report)

In regard to obtaining insurance for the board of directors and general liability insurance for the association, Nancy reported that no one is willing to insure EMPOA until at least 75% of the lots have been occupied. She has spoken to Rich Greiner regarding this. Rich will continue to be responsible for general liability insurance coverage on the common areas until such time as we are able to obtain that insurance.

- E. New Move-in Procedures

The following procedure was setup for implementation with new residents. Veronica will draft a letter to be given to new residents. Residents will be charged \$2.21 per week for trash service.

1. Veronica will be contacted by the new resident.
2. Veronica will notify both Patti and Nancy of the new resident.
3. A welcome basket will be delivered with a letter (which will have the information regarding trash service and the amount owed for dues and trash). A copy of the EMPOA Covenants will be in the welcome basket.
4. Resident will be asked to forward a check for the determined amount to Nancy Case.
5. Veronica will notify Granger when to begin the trash service.

- F. Wish List Items

Since we are unable to get insurance coverage, the playground equipment has been put on hold. Veronica showed the group information provided by Paul regarding maintenance of the ponds. Paul has discussed this with the Dept. of Natural Resources and they are concerned about the use of any crystals in the ponds. The MSU Extension Service can help us decide what to do to maintain the ponds.

The group discussed whether the idea of planting trees on Eifert Rd. should be pursued. Patti suggested that it might be possible to use some combination of

landscaped bushes, perennial flowers, grasses and trees to provide a screen as well as make the area more attractive. If we had a design to follow, items could be purchased when on sale and "volunteer" resident labor could be used to plant. David Desrochers said he knew that the MSU Landscape Architecture Department sometimes will do projects such as this as class assignments and it might be possible EMPOA would not have to pay for the assistance. He said that the process could be lengthy, but MSU would come out and take soil samples. It was decided to continue investigating to find out what options may be available.

G. Welcome baskets

Patti reported that there are about five recent new residents that need welcome baskets. She felt it is important to get the welcome baskets delivered as soon as possible so that the residents would have a copy of the covenants and could make use of the "new resident" items such as the address change forms. She asked if anyone could help assemble and deliver the baskets. Dave Desrochers and Veronica volunteered their assistance.

H. EMPOA Directory

Patti said that the information for the directory is input in the form of a database. She is working on putting together the picture section of the residents' homes.

I. New Business

The group discussed which documents should be retained for the association's records. It was decided not to keep a copy of every e-mail sent, rather to keep a copy of each meeting's minutes.

J. Next Meeting

The next board of director's meeting will be on May 4, 6:00 p.m. at Paul Pirrotta's home.