

CLAYBROOK HOMES ASSOCIATION

MEETING MINUTES

DECEMBER 11, 2014

Meeting was called to order at 6:30pm. Members Present: Clyde Bolton, Tom Heleniak, Barbara Hood. Members absent, excused: Cathy Cox; Jacob Armour. Other attendees: Ed Heckman.

1. Minutes of the November meeting were not available and will be deferred to the January meeting.
2. The treasurer did not have a treasurer's update report, but provided an overview of transactions. There are no outstanding bills. He reminded all that we need to conduct an audit review of his records. He also noted he will be out of town December 22<sup>nd</sup> to January 5<sup>th</sup>, so no dues will be processed or reimbursements available during that period.
3. Architectural Committee Report – One roof replacement request was processed and approved. One homeowner had a new roof installed, but failed to submit the required form. It was the Klaber residence. No other activity to report.
4. Welcome Committee – Two welcome packages were provided since the last report. Clyde noted that in the future, this committee will be included in monthly reporting so we can keep track of activity.
5. Tree Replacement – Tom reported that the tree vendor has removed requested trees and stumps, and has completed grinding of stumps. Seventeen (17) trees were replaced. We haven't received an invoice to date.
6. HOA Web Site – Software transition of the site has been accomplished. Work is not being done on activating the directory component and re-design of the home page.
7. Trailer Parking – Members noted Dennis Woodman has again begun periodically parking his trailer at his home, sometimes for 2 or three days at a time. If it continues, we will need to provide him formal notification to cease and desist. Ed Heckman asked for further explanation as he potentially was going to park a bus at his home. Covenants and restrictions were explained and he acknowledged understanding. Board members offered to assist with finding a location to park it if needed.
8. Dues Invoices – According to Tom, 30 have paid to date. A reminder will be sent out by email about early payment discounts.
9. Home Security – Three events of late night prowler were reported in the past week. Only one resulted in a 911 call. A 16-20 male was seen around the area, and when quizzed twice said he was looking for Megan. Time of all three was between approximately 12 midnight and 2am. Clyde sent out a caution to all residents.
10. Ed Heckman was asked to introduce himself to the board. He recently moved into the neighborhood. He has experience as a city councilman and mayor in another small town in the area, and has worked with multiple boards, committees, and groups. He will be a valuable asset to Claybrook.
11. The next meeting will be January 8<sup>th</sup>.
12. The meeting adjourned at 7:30pm.