

Forest Gate HOA Board Meeting Minutes  
January 13, 2015

All Board members were present. One guest, Elaine Kenny

Meeting was called to order by President, Brent Wallace at 6:05 pm

Treasurer's Report: Robert Kenny reported that eight home/lot owners have not paid their 2015 dues. According to the HOA Dues Collection and Delinquent Accounts policy, if dues are not received prior to March 1st, a \$25 late fee will be charged. Robert will send a reminder email to the home/lot owners mid-February.

The 2014 expenses ended up to be \$76.70 more than budgeted, however, the forecasted 2015 expenses are in line with the approved budget.

Old Business:

- Ed Cooke reported that Carrie Isaac is finalizing the Forest Gate website and is asking for documents/information to be included. It was discussed that no personal home/lot owner information will be included on website, including the Board members, and that the only email address publicized will be the HOA g-mail address: [forestgatehoa@gmail.com](mailto:forestgatehoa@gmail.com) The emails received will be forwarded to the appropriate person(s). Ed is going to confirm that Carrie plans to also maintain the website throughout the year.
  
- R. Kenny reported that he had not contacted the South or East neighbors regarding the invitation of joining our Fire Wise community, mistletoe removal, etc. He will make contact before the next Board meeting.
  
- It was discussed and decided upon that B. Wallace would send out an email and letter to lot owners who have not responded to the request of outlining their plans for removal of the mistletoe on their property. Of the 12 lots who were sent this request, only four (4) responses have been received to date. Diane Saign will draft up a letter for Brent's signature.
  
- Trail Easement – It was discussed and decided that B. Wallace will send a follow up letter to the homeowner asking for their plans of clearing the trail that has been infringed upon with their landscaping.

- Architectural/Landscaping Requests Status – Lot #6’s request to build an outbuilding. B. Wallace is contacting Anthony Homes & J. Graham to meet and discuss setback dimensions. Will also contact County to let them know of our concern.
- Revised Covenants – Elaine Kenny will be sending out the revised covenants to HOA members via email by the end of January. She will also send a copy to Carrie to include on the website.

New Business:

- Trail Maintenance - \$300 has been allocated in the 2015 budget. It was discussed what maintenance was needed and where. It was decided that the East and South East areas of the designated trail have never been completely established. The home/lot owners will be contacted once the contractor has been designated to make them aware of the plan. It was suggested that perhaps we also make this a “community activity” and/or could be part of a “Fire Wise” activity. This will be discussed in more detail at the next Board meeting.
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- Goals of the Board:
  1. Create an ACC check list to provide members with a quick reference guide when planning a building/landscaping project that requires approvals.
  2. Get homeowners more involved with the HOA/Neighborhood,
  3. Plan a summer get-together. Maybe involve the Fire Wise committee and Neighborhood Watch group. We might want to use the Shaughnessy cul de sac for this event.
- It was decided that an email would be sent to HOA members recognizing the ladies who decorated the monument for the Holidays and also remind members that as the weather gets warmer and we make plans to build out buildings, change exterior, start landscaping projects, etc. that you need ACC approval, and to submit the appropriate forms **before** committing to a contractor. Forest Gate HOA is a Covenant Controlled Community.

The next Board meeting was set for March 10th at 6 pm. (Diane to confirm with Fire Station). It is confirmed.

The meeting ended at 7:45 pm.

Respectfully submitted,

Diane Saign, Secretary