

**MERIDIAN VALLEY MAINTENANCE ASSOCIATION
MONTHLY BOARD MEETING MINUTES
December 4, 2013**

CALLED TO ORDER BY PRESIDENT Mike Rucker at 7:04 p.m.

ATTENDANCE: Mike Rucker, Jack Ottini, Dick Metz, Barb Farley, Frank Wisdom, Bob Steiner, and Cheryl Havener

Absent: Eric Zerr

Guest: Brian Goodell

PREVIOUS MEETING MINUTES: Approved as written

PRESIDENT'S REPORT: Mike Rucker

- The agenda for the Annual Meeting was reviewed with a few adjustments made to the order of events.
- Two CDs were purchased in the Vanguard brokerage account, with the 2012 reserve fund contribution and \$17,000 was transferred from savings to the Vanguard account for the 2013 reserve fund contribution as approved by the Board at the November meeting.
- A letter was received from Boy Scout Troop 453 requesting permission to again pick up Christmas trees after the holidays for recycling. The request was approved by the Board. In the approval email sent to the Scouts, we requested that flyers be placed on door steps out of sight and not hung on door knobs.

COMMITTEE REPORTS:

FACILITIES: Jack Ottini

- Some snow may be coming. Craig Benson's crew is ready to sand the hills and security will open the north and south gates if the main entry hill is closed.
- Gas line project is done except for the final asphalt patch work.
- The phone line upgrade project at the south gate is completed.
- Holiday lights are up at the guardhouse.
- Nine burned out lights have been replaced at the main gate. Eight missing reflectors on the road system have been replaced.
- Thanks to Brian Applebury for his help getting these projects done.

ARCHITECTURAL: Frank Wisdom

- During the month of November the Architectural Committee processed and approved six requests. Three pending requests will be addressed at December's meeting.
- Residents from Lot # 159 have requested a physical visit to determine location of tree(s) that are blocking their view of Mt. Rainer.
- A 'need attention' letter will be sent regarding a couple of vehicles parked in the driveway of Lot # 15 requesting that the vehicles be in working order and the flat tires are repaired.

SECURITY: Eric Zerr – report read

- Though we have had some turnover with the night time guards, Kim is trying to bring them up to speed on our protocols, site expectations, and patrol procedures. I've had several discussions with Kim about this process and she has kept me abreast about her efforts. Part of this training involves a written test that is to be passed by all site staff.
- Several residents have been contacted, in the last month, concerning updating their contact information, speeding in the complex, commercial vehicles parking, and covered/stored vehicles. These have all been done in person and have not needed follow-up letters. If needed the documentation has been made as part of the daily Guard Log Notes.

COMMON PROPERTIES: Jack Ottini

- Nothing new to report, maintenance of Common Properties is ongoing.

WEBSITE: Robert Steiner

- Posted November Board meeting minutes to the website.
- Added the new Financial Transactions Policy and the updated Investment Policy Guidelines to the Website.
- Added the MVMA-MVCC Real Estate Contract to the Website.
- Added the MVMA Newsletter to the website and e-mailed a pdf version of the newsletter to residents who requested to receive the Newsletter in this format.
- Added/deleted/updated several residents to/from the e-mail distribution list.
- Updated new resident (owners and renters) information on the MVMA web resident database.
- Will send out an e-mail reminder of the upcoming MVMA Annual meeting and informed residents of the Boy Scout Troop 453 Annual Christmas Tree Recycle program.

TREASURER'S REPORT: Dick Metz

- The entire proposed budget was reviewed. Motion made, seconded, and passed to present this budget to the General Membership on December 10th, copy attached in file.

MEETING ADJOURNED: 8:20 p.m.

Minutes prepared by Cheryl Havener