Loma Vista HOA Board Meeting Notes
October 15th, 2015 7PM

1. Roll call and welcome by board members
2. **Election of the board:**
   Nomination for President
   a) Rich Western nominated David Gibby; Paul Rodgers 2nd
   Nomination for Vice President
   a) Mike Lowry nominated Paul Rodgers; Rich Western 2nd
   Nomination for Treasurer
   a) Laura Burdine nominated Rich Western; Mike Lowry 2nd
   Nomination for Secretary
   a) Mike Lowry nominated Laura Burdine; Paul Rodgers 2nd
3. **Financial**- Discussion on the HOA financial aspects of the board concluded as follows:
   a) Transfer of Bank Account-Rich Western, Treasurer, will contact Josh Yeates for all financial documents including but not limited to; bank account information, possible contracts and or invoices from current and past vendors, any other deemed necessary documents pertaining to the Loma Vista HOA.
   b) Designated Signatures-Designated check signers will be David Gibby (president), Rich Western (Treasurer), and Mike Lowry (Board)
   c) Number of signatures required- All checks will require a minimum of 2 signatures on each check issued or written.
   d) Location of financial records-Rich Western will look into financial bookkeeping software such as QuickBooks and set up all financial information once received. The board will use a minimum of 2 jump drives to record and keep copies of all financial documents.
   e) Fiscal year- The board will adopt a fiscal year as 1-1-2016 to 12-31-2016
   f) Schedule for payment of annual assessments- The maintenance billing cycle will be on its own schedule yearly.
4. **Common Areas**- Discussion on the common areas were as follows:
   a) Transfer of utilities- Rich Western, Treasurer, will reach out to Josh to obtain all documents involving the HOA. The board agreed to obtain a P.O. Box for its financial address.
   b) Authorities with respect to utilities- The board members will gain access rights to all public utilities, and subcontractors, respectfully.
   c) Landscape maintenance contract-
      i. The board will investigate all current contracts or service agreements, if any, regarding the maintenance of the surround greenbelt and commons areas.
      ii. Mike Lowry, Board Member, will scope out current and available maintenance contractors around.
   d) Fence repairs - there is a possibility of 16 total panels of vinyl fence that needs to be repaired. The board will look into repairs at a future meeting once financials have been discussed.

    e) Subdivision street lights- The board will look into and ask a current resident to work with Tooele City on getting the street lights fixed. Bobbie Jo Barker could be a possible resident.

5. **Special Subcommittees**- Laura Burdine will post on the Loma Vista HOA page a list of possible subcommittees to be held by residents other than the board.
6. **Association Logistics**- The discussion of association logistics were as follows:
    a) Official records location (physical and electronic) - Electronic records will be kept on 2 jump drives. All physical hard copies are to be destroyed.
    b) Association member's access to records- The board will allow the residents to see any bill with a request.
    c) Mailing address- The board will set up a P.O. Box for its official address. Laura Burdine will create an email address in which all board members have access to thus allowing the residents to contact the board. The board agrees that addresses of the board members can be given.
    d) Phone numbers- No board members phone numbers shall be given out.
    e) HOA website- Paul Rodgers, VP, will talk to his son about setting up a website for the HOA.
7. **Board meeting policies**- The board discussed the following regarding the policies of holding a meeting.
    a) Photography/Video/Audio recording- No videotaping will required but a voice recorder will be used at all meetings
    b) Method for retiring to executive session- David will put together a process for executive sessions.
    c) Notice of board meetings- All board meetings will be planned at the end of the current board meeting unless a special or emergency meeting is required. Board members will be notified by email. Laura Burdine will put out an email to all board members with board members phone numbers, email addresses and physical addresses.
8. **Proposed amendments to declarations and bylaws**- The board discussed the following:
    a) How to address *Articles of Organization, Exhibit "A"* in the declarations- Rich Western, Treasure, will look at other HOA's CC&R's to generalize out language in our amendments.
    b) Each builder or contractor wishing to build a home needs to have each individual home plan approved by the board. The board will not allow a group of plans to be approved at once.
    c) The board wishes to keep the Hardie Plank, Hardie board to a minimum percentage on the front of the house only.
    d) The board will discuss further changes needed at the next meeting.
9. **Official notice to lot owners/builders regarding design review requirements**- The board discussed the following regarding the official letter to the owners/ builders:
    a) The board agrees to read and make recommendations, if any, to David Gibby, President. David Gibby, President, will send letters out as soon as possible to builders/ lot owners to advise them of the changes in our HOA.

10. **Schedule Special Association meeting**- The board discussed the following regarding the scheduling of association meetings:
    a) All board members will be notified not less than 3 and not more than 20 days in advance as per the bylaws.
    b) Laura Burdine will contact the TATC to schedule a meeting for the members of the community on November 19th, 2015. Time TBD.
11. **Schedule next board meeting**-
    a) The board will hold its next board meeting on Thursday October 29th, 2015 at 7pm. Location: President Gibby's Residence.
12. **Other business**- No other business was discussed.
13. **Adjourn meeting**: David Gibby, President, closed the meeting until next time.