

Mountain Brook of Madison Homeowner's Association

BoD Meeting Minutes

December 2, 2009

I. Call to order

Stanley McMurtrie called to order the regular **BoD meeting** of the **Mountain Brook of Madison Homeowner's Association** at **6:40** on **December 2, 2009** in the **Mountain Brook club house**.

II. Roll call

Lisa Galentine conducted a roll call. The following persons were present:

Regular Attendees	Attended	Other Attendees
Austin Omlie	√	
Stanley McMurtrie	√	
Melody Langevin		
Lisa Galentine	√	
Tom Keeney	√	
Donna Brown	√	
Bob Seaman		
Crystal McClafin		
Eric St. John		

III. Approval of minutes from last meeting

The minutes from the last meeting were approved via email with minor corrections to be completed before posting to the website.

IV. Open issues

- a) The Mountain Brook Annual Membership and Election Meeting has been rescheduled for Thursday, December 10, 2009 from 6:30 to 9:00 PM at the City of Madison Chamber.
- b) The Annual Newsletter has been mailed. The invoice for 2010 has been included in the newsletter.
- c) The Confidentiality Agreements are all turned in, signed, and counter signed. They will be scanned and stored in the files.
- d) Letters for the Phase 4 and Phase 5 fence repair have been approved and will be sent to the two homeowners involved.
- e) The purchase of a new laptop or Netbook has been deferred and will be looked at again in a few months.
- f) Austin Omlie will be working to schedule measurement and order of window shades for the clubhouse.
- g) A binder has been made including hard copies of financials, newsletters, etc. for storage at the clubhouse. Documents will also be scanned and saved on the laptop.

V. New business

- a) The board will maintain an audit trail of any complaints received from homeowners. This audit trail will be reviewed before any letters are sent out regarding non-compliance issues.

VI. Adjournment

Austin Omlie adjourned the meeting at **7:50**.

Minutes submitted by: **Lisa Galentine**

Minutes approved via email by: BoD at **4:00 PM** on **January 11, 2010**.