# Bentley Woods HOA

## DUE PROCESS COMMITTEE – MEETING MINUTES

**Meeting Date & Time** 01/24/2018 at 6:30.

**Meeting Location** [ ] Twin Rivers Golf Club [ ]

**Notice Date** 01/22/2018 **Location of Notice** [x]  All three entrances of Bentley Woods

##### ATTENDEES

**For the Committee:**

[ ]  [ ]  [ ]

[ ]  [ ]

**For the Board of Directors:**

[ ]  William Hovanetz [ ]  Allison Osborne [ ]  Tammy Komoff [ ]  Jack McKay Chris Lipsey

**For Property Management:**

[ ]  Raymond Shrum [ ]  Emily T. Isip [ ]  [ ]

##### OTHERS present

|  |  |  |
| --- | --- | --- |
| **Name** | **Position (Home Owner, Vendor, etc.)** | **Firm / Address** |
|  |  |  |
|  |  |  |

##### AGENDA ITEMS

|  |  |
| --- | --- |
| **Item** | **Responsible Member** |
| 1. **Annual Meeting**
 | **HOA/MGMT Company** |
| 1. **December 2017 Minutes**
 | **Board Members** |
| 1. **Reports from Officers**
 | **Board** |
| 1. **December 2017 Financials**
 | **Towers** |
| 1. **Legal Status**
 | **Towers** |
| 1. **Unfinished Business/New Business**
 | **Towers** |

##### DISCUSSION TOPICS

| **Topic** | **Next Step, Action or Question** | **Responsible Individual** |
| --- | --- | --- |
| 1. **Transition from Pinnacle to Towers**
 | * **Contact Pinnacle for any outstanding items that not have been sent/**
 | **Raymond** |
| 1. **Pond Proposals**
 | * **Board voted for Solitude Lake Management**
 | **Raymond** |
| 1. **Lights on Monument Palmer Electric**
 | * **Board voted to have Palmer Electric to service lights and send in proposal for pond electrical boxes.**
 | **Raymond** |
| 1. **Lending Library**
 | * **To have it moved from private residence to HOA side**
 | **Raymond** |
| 1. **Fence Install**
 |  |  |
| 1. **Collection Agency/Towers Collection**
 | * **Board moved to have Towers Collection Policy to take place.**
 | **Towers** |
| **Pending Topics / Issues for future consideration** | * **Vinyl Fence/Lending Library/Attorneys**
 |  |

##### DECISIONS MADE

|  |  |
| --- | --- |
|  | **Approved** |
| **YES** | **NO** |
| **MOTION: Approve minutes from prior meeting**1st Jack McKay 2nd Chris Lipsey | X |  |
| **MOTION: Collection Policy**1st Jack McKay 2nd Chris Lipsy | X |  |
| **MOTION: Pond Proposal – Solitude Lake Management**1st William Honavetz 2nd Jack McKay | X |  |
| **MOTION: Monument Lights – Palmer Electric**1st Jack McKay 2nd William Hovanetz. | X |  |
|  |  |  |

##### ADJORNED @ 8:07 pm

##### Prepared and submitted by: Raymond A. Shrum, LCAM.

##### APPROVED BY THE COMMITTEE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_