

Special Meeting Minutes
Dry Run Commons Board of Directors
Nov. 11, 2013 6:30 PM at 210 Sentry Lane

Members present: Bill Barney, Arnold Brown, Connie Marino, Pat Richards,
Cindy Stewart, Tina Martin and Eric Hart. Special guest was Heather Field.

The meeting was called to order at 6:30 by Bill Barney, president.

- **Presentation by Heather Field from Clagett Inc.**

Heather Field from Clagett, Inc. spoke to the board and answered questions about details concerning Clagett Property Management services. The fee would be \$4.00 per unit per month for site management only. Pat Richards would continue managing the finances of the HOA. In 2015, the fee would increase to \$4.50 per unit per month for site only management. There would be a 60-day escape clause for both parties. A drive-through would be done twice a month. A monthly report would be provided to the board. Heather would be our community manager in the beginning through the transition; then Kelly Daniel would take over as our community manager.

- **Voting rights of new board members**

Bill read from the covenants that new board members assume board duties immediately after the election and have voting rights immediately. Bill excused himself from the meeting at this point and the remaining board members resumed the meeting.

- **Election of officers**

The following board members will assume the following offices immediately:

Arnold Brown – president
Eric Hart – vice president
Pat Richards – treasurer
Tina Martin – secretary

Cindy moved and Connie seconded to approve. All were in favor.

- **Minutes**

The minutes from the October 14th meeting and the Nov. 4th meeting were read and approved as amended by the board. Pat Richards moved and Connie Marino seconded to approve those minutes as amended. All were in favor and motion was passed. Cindy Stewart will contact Don Moore to post the minutes on the website.

- **New Property Management**

The board was pleased with the presentation by Heather and agreed to contract Clagett for 2014. A motion was made by Eric Hart and was seconded by Tina Martin. All were in favor. Motion was passed.

- **Street Signs**

The board members agreed on the following decision regarding street signs on Traders Way and Sentry Lane: the existing poles would be used and the board will buy one bracket (one will be used from the front entrance that is currently empty) and two street signs. Pat Richards moved and Cindy seconded the motion to go forward immediately with the installation of the signs. All were in favor. The motion was passed. Pat will contact the city to see if they will do the installation.

- **Budget for 2014**

Pat Richards, treasurer, reported that the carry-over amount from 2013 will be approximately \$8,194.05. The budget for 2014 will be finalized prior to December 1, 2013 and distributed to the homeowners.

- **Update from Connie Marino**

Connie reported that the DRC HOA directory has been updated with names, mailing addresses, home phone numbers, cell phone numbers, and email addresses. This directory is for the use of DRC board members only since many homeowners do not want this information made public.

The DRC HOA Emergency Contact Calling Post list has also been updated with names and phone numbers. Cindy Stewart will continue to make the call to the Calling Post when any messages are necessary.

Connie also updated the DRC Street Reps directory.

- **Adjournment**

Pat made a motion and Arnold seconded it to adjourn the meeting. The meeting was adjourned at 8:35 pm. The next board meeting will be on Monday, Jan. 6, 2014 at 6:30 at Pat Richards' house on Traders Way.

Minutes taken by Secretary, Cindy Stewart