

Twin Creeks Neighborhood Association  
Minutes of Board Meeting 6:30 P.M., May 6, 2009  
Kristi Johnson's house - 9518 E. 118<sup>th</sup> St. South, Bixby, OK.

**Present:**

Brian Kinser, Kristi Johnson, Darby Carmichael, Mark Pisarra

**Not Present:**

Cory Holden

**Opening:**

Brian Kinser called the meeting to order at 6:40 pm.

The next Board meeting is to be determined.

**Continuing Business:**

The new Board is working with prior board members to organize for the new year and hand over Association documents.

**The following positions were decided on for current board members:**

President: Brian Kinser

Pool Committee Chair: Darby Carmichael

Treasurer: Bryan Brown

Social Committee Chair: Kristi Johnson

Landscape Committee Chair: Mark Pisarra

Member at Large: Cory Holden

On this initial meeting we had general discussions concerning each Board member's role and responsibilities. We also discussed maintenance issues concerning the pool and the fence along Mingo Ave.

In addition, we started initial discussions to review annual homeowner dues and get them in line with dues of similar neighborhood associations that provide for similar covenants and timely maintenance of common areas, reserves, and swimming pool facilities. This action is needed to provide for the continued maintenance, repair, and replacement of these mentioned items.

As dues have not increased since the Association's inception, it is imperative that we look at raising dues to cover these pending and future expenses, and to keep up with routine landscape and utility costs due to annual inflation increases.

Also discussed were the controls and procedures involving the disbursement of funds for ongoing operational activities, involving expense reimbursement to Board Members/Homeowners on behalf of the Association. It was decided and approved by all board members present that ONLY the current President and Treasurer of the HOA Board shall have signing authorization. Regarding expense reimbursements back to HOA Board members or authorized homeowners, an email will be distributed by Sharon Remy, Account Manager at HOA Management, LLC. to all HOA board members for review and acknowledgement. In order to receive reimbursement, one HOA board member, other than the submitter, will need to reply with their approval Sharon at HOA Management, LLC.

Existing signature cards at Citizen's Bank are in the process of being updated to ONLY include Brian Kinser, current HOA Board President, and Bryan Brown, Treasurer. In addition, forms will be sent out to former HOA Board Treasurer, Brian Frere, and Cory Holden, current Member at Large, to remove their check authorization rights on before of Twin Creeks Neighborhood Association.

Finally, there were general discussions around social activities for the upcoming year, updating and improving the Twin Creeks website to make it more accessible and relevant.

Next meeting: TBD

**Meeting was adjourned 8:30 PM**

Respectively submitted,

Bryan Brown