

Amber Meadows HOA Board Meeting Agenda

Meeting: Friday, January 27, 2017 6:30am, Price Chopper, 135th & Quivera

1. Roll Call
2. Homeowners Minute - HOA members that want to discuss issues
3. Approve meeting minutes from 1/21/2017.
4. Reports of Officers
 - a) President Minute – Mark Duman
 - a. Formulation of Budget: Questions from board on gathering estimates for 2017
 - b. 2017 Accounting/Financial Services bids – Assist Treasurer in duties
 - i. Print, fold, stuff envelopes, stamp, mail to 371 homeowners
 - ii. Collect payments, records in QuickBooks, scan checks for HOA board records
 - iii. Advise HOA board of unpaid dues on Jan 31 and send 2nd notice on Feb 1
 - iv. File liens on March 1 on all properties who have not paid dues
 - v. Release liens when paid by bank or homeowner
 - vi. Communicate with title companies regarding dues paid for properties upon inquiry
 - vii. Pay monthly bills
 - viii. Reconcile monthly bank statements
 - ix. Send monthly financial report to HOA board
 - x. Prepare and file state and federal taxes
 - xi. Prepare and file annual report to the state of Kansas
 - xii. Reimburse volunteers for expenses consistent with current policy: volunteer must fill out expense report, attach itemized receipts and sign document to attest to expenses
 - xiii. Attend board meetings as requested
 - b) Vice President Minute – Elijah Buchholz
 - c) Treasurer – Kyle Kuhlman
 - d) Architectural Committee – Karen Bartelli
 - e) Grounds and Landscaping – Jay Northington
 - f) Pool Manager – Kurt Miller
 - g) Secretary – Karen Bartelli
 - h) Social Events – Elijah Buchholz
 - i) Welcome Wagon – Kyle Kuhlman
 - j) Webmaster – Patrick Thurmond
5. Unfinished Business
6. New Business