

MINUTES OF BOARD OF DIRECTORS MEETING
SAGE PORT HOMEOWNERS ASSOCIATION
DECEMBER 13, 2004

Meeting was called to order at 7:25 p.m. Board members present were Mark Hesse, John Manka, Greg Cannon, Carol Kumpost, Bob Backle, and Karen Ruffin. The meeting was held at the home of Mark Hesse.

The first order of business was the **Secretary's Report**. Board members had been provided copies of minutes from the Meeting of September 22, 2004. After making one revision, the minutes were unanimously approved and will be posted on the HOA website.

Financial Business: There was no **Treasurer's Report**.

Expenses presented for approval and payment included Mark Hesse, website hosting and labels for mailings (\$35.51), Secretary of State for Corporate Report (\$.99) and Key Bank credit card for one month website hosting (\$9.95). The Board unanimously approved submitted invoices and requested the Treasurer to issue checks. The expense for the Corporate Report was paid from petty cash.

The bill for website hosting will now be billed to the Key Bank credit card and has standing approval as does postage, office supplies, printing and phone voice mail charges.

Carol was to provide Mark with 2004 actual expenses so the 2005 Budget could be prepared.

The Board approved the motion that the Annual Assessment will be \$50 for 240 lots. This amount has remained \$50 for the past several years.

The 2005 Assessment Notice will be mailed to lot owners with a request that they respond by January 31, 2005.

Committee Reports:

John Manka reported that the **Nominating Committee** is actively soliciting nominees for four positions that are up for election this year. Because of the events surrounding last year's election, the new Board will not take office until March 24, 2005. Sage Port lot owners will need to be current on 2005 dues to vote or run for office. Hopefully a ballot can be mailed in early January.

Karen Ruffin was elected as the Chairperson for the Nominating Committee for the coming year.

Wildfire Mitigation Committee Chairman, Greg Cannon, suggested that the State Forrester could visit the lots of dues paying members to assess the health of trees and offer suggestions for fire mitigation. In order to get any funds from the Wildfire Grant, the HOA will need to spend some of their own money. This would qualify as community education. Greg will check into the cost and report back at the next meeting.

New Business: The Board unanimously voted to proceed as a voluntary association until August 2006.

Meeting was adjourned at 8:40 pm.

The next meeting is the Annual Meeting of Members , Wednesday, January 26, 2005 , at the Larkspur fire station, 7:00 pm.

Respectfully submitted,

Karen Ruffin
Secretary