

# **The Townes at Kettle Creek**

## **Board of Directors Meeting Minutes**

### **October 21, 2011**

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The Townes at Kettle Creek Board of Directors meeting was held at the offices of Z&R Property Management. The meeting was called to order by Kathy Dolan at 12:05 p.m. Present were:

Kathy Dolan	President
Arlene Chumley	Vice President / Treasurer
Konrad Kahle	Secretary
Darren Burns	Property Manager

#### **Minutes**

The August minutes were reviewed and approved as submitted.

#### **Financial Report**

The financial report was not reviewed as it had been emailed for review the prior week.

#### **Manager Report**

There was general discussion on some corrections needed in the Rules and Regulations (i.e. typos, misplaced commas, etc.) The discussion was tabled until January.

#### **Unfinished Business**

Bison Ridge accepted the agreement to give the Townes the first opportunity to purchase their debt before sending any accounts to legal collections. Darren will check on the status of the drainage project to be completed next to the Ortiz residence.

#### **New Business**

There was general discussion over what will be covered in the annual meeting. Darren will prepare notes on the Agenda to assist in a smooth meeting. There have been no responses to the annual meeting notice or requests to serve on the Board, so Konrad was nominated to run for re-election. Konrad was thanked for putting caps on the drain pipes in the retention pond. This will prevent rocks and other debris from being placed in the pipes. The Board reviewed the current collection accounts and reaffirmed that it wants collections to be timely and aggressive.



Kathy Dolan  
President



Darren Burns  
Property Manager