

Owners’ Association

**Mountain Gate HOA Meeting Minutes**

Date and Time: May 25th 2022

Location: Murrayhill Taphouse (annual board dinner)

Board Members Present: Rob Marreel, Matt Kleinke, Andrea Thomsen (outgoing), Valerie Senff, Aaron Reiter, Mark Weggeland (incoming)

General

* Meeting began at 7:03 PM.
* Meeting minutes from annual HOA meeting were approved.
* The meeting was adjourned at 8:15 PM.

Financial/Title Update

* Not discussed

CC&R Violations:

* None discussed

Special Topics:

* Updated Roles & Responsibilities - Matt presented an updated chart outlining roles and responsibilities for all board members. Highlighted areas where responsibilities had changed. Some new responsibilities added to a few roles. Chart will be finalized and sent to board members.
* PayHOA Software - Discussed moving forward with PayHOA as management software. Aaron has tested and is comfortable with the financial capabilities. Matt feels the software offers better tracking of violation notices. Discussed whether to start using software now (at end of free trial), or wait until Sept. Decision of board was to start using software immediately, and transition to full implementation over the summer.

Action Items:

* Rob to get PayHOA account set up
* Matt to finalize Roles & Responsibilities chart and circulate for approval
* Mark to get up to speed on Secretary duties and work with Aaron to update directory