

## **Minutes**

Reflections of Walnut Creek II Owners Association  
Board of Directors Meeting  
November 15, 2011

### **Attending**

Rita Pierson  
Michelle Parriott  
Carter Rowles  
Kate Valish  
Stan Scheiber, Beck & Company

The meeting was called to order by Rita at 4:07 pm. All board members were in attendance along with Stan from Beck & Company. This meeting included an abbreviated agenda to review one outstanding item.

### **New Business**

- a) The board met to review the formal written process that is currently in place to collect funds from owners that have accounts which are in a past due status. Stan reviewed this with the board.

At this time Beck & Company has a cadence of communications in place that begins with a late fee notice after the 15<sup>th</sup> of the month. There is then a series of communications that follow if the owner is still past due. The full list of these steps/communications is available from Adriane at Beck & Company at any time. In the third month that an owner is still past due the collection is turned over to an attorney for additional follow up.

The board determined that this collections follow up plan is adequate and meets the needs of the HOA at this time.

Kate made a motion to adjourn the meeting at 5:34 pm and Carter seconded. The board voted to accept these motions.

**Minutes submitted by Kate Valish, Secretary.**