



**Date of Meeting:** 02/21/08      Time: 6:00-7:00 P.M.      Location: Oxford Public Library

**Minutes Prepared By:** Dave MacQuaid - (Help from Peny Ward w/ recorded audio)

### 1. Purpose of Meeting

- General Meeting
- Old/New Business

### 2. Attendance at Meeting

<i>Name</i>		<i>Title</i>
Paul Galdes	(PG)	President
Dominic Pirocchi	(DP)	Treasurer
David MacQuaid	(DMAC)	Secretary
Peny Ward	(PW)	Member
Doris Trader-Moulden	(DTM)	Member

### 3. Meeting Schedule

- Call to Order
- Roll Call
- Treasurer's Report:
  - DP Currently with People's Bank of Oxford for checking, we need to open a Reserve account. DP recommends a checking account that returns 3.84% annually.
  - DP- Motions to open a Reserve account and transfer \$10,000 from our operating account to get it started.
  - DMAC - 2nds motion
  - All in favor- all yeas
  
  - DP- Petty cash needs to be adjusted and wants to make sure everyone that is owed from petty cash has been paid.
  - DP- Motions to bring Petty Cash up to \$250.00
  - DTM - 2nds motion
  - All in favor- all yeas
  
  - DP- Some grass cutting bills and auditor fees have not been paid by MAMC.



### 3. Meeting Schedule

DP– Motions to pay these outstanding bills, if found not to have been paid.

DTM - 2nds motion

All in favor- all yeas

DP- Some accounts may have a credit, if so we need to know which member/'s.

PW– Motions to approve Treasurer's report

DMAC - 2nds motion

All in favor- all yeas

- Secretary's Report:

- Sent out Jan 08 meeting minutes for review. Some corrections needed. Corrections will be made and posted on the web site.

PW –motions to approve minutes based on corrections

DTM - 2nds motion

All in favor- all yeas

- President's Report:

Complaints: Member 124505 has a complaint about water damage to their basement.

PG- We have no power to do anything about this situation. Contacting your insurance company and or resolving with neighbors will be the best resolution.

Violations: Outstanding issues have been resolved.

DMAC –motions to approve President's Report

PW - 2nds motion

All in favor- all yeas

- Committee Report

Nothing at this time.

- Web Committee Update:

Web sites are up and running.

DP- We now have control over the WEB site.

- Architectural Committee

Tabled



### 3. Meeting Schedule

- A/L Requests:

None at this time

- Old Business:

Delinquency Report- PG- wants to know who are delinquent from Dec. 31, 2007. We need to send out another letter to inform them of their account status.

MAMC never sent the delinquency accounts to the lawyer.

DP- will get the list together for PG.

- Reserve Advisors:

PW- Borough Engineer was contacted about dredging of the retention pond. There was no concern if no changes to pipes or size.

DMAC was given a contact about the dredging of the basin. "We will get a quote and information regarding what will be needed for repairs".

DTM- Will be contacting concrete contractors about sidewalk replacement in the open areas that are in need of repair.

DP- If anyone knows of contractors that can do some of the work we need done lets contact them for some quotes.

- New Business

- DP- Gathered information on a lock box at the Post office for important documents.

DMAC- Suggested renting a storage closet from Oxford Mini-Storage, which we can store everything we have.

The board agreed this would be the best solution for file storage.

PW- Motions to rent a space from Oxford Mini Storage

DP - 2nds motion

All in favor- all yeas

- The Board agreed to meet at PG's house to sort all the files from MAMC and organize every file. This will take place March 1, 2008 at 11:00 A.M.
- PG- the intent is to have all files scanned and no paper files to store. If for legal purposes we need to store the files for a certain period of time, we will use the storage facility.

PG- contingency plan – schedules

Snow cancellation- meet the following Thursday



### 3. Meeting Schedule

ETC... we will add to the list.

- Next meeting date:

03/20/08 PG will make an agenda

DP –motions to adjourn meeting

PW - 2nds motion

All in favor- all yeas

Meeting adjourned

### 4. Action Items

Action	Assigned to	Due Date	Status
Meeting minutes	DMAC	<b>asap</b>	In process
Delinquency/violations	DP	<b>TBD</b>	
Reserve Advisors	DMAC/PG/PW	<b>TBD</b>	
Newsletter (winter 08)	PW/DTM	<b>asap</b>	

### 5. Next Meeting

<i>Target Date:</i>	03/20/08	<i>Time:</i>	6:00-8:00 P.M. EST	<i>Location:</i>	Oxford Public Library
<i>Objectives:</i>	General monthly meeting				