

Viniterra Property Owners Association, Inc.
Board of Directors Meeting
November 2, 2016 Minutes

- I. Call to Order: On behalf of the Board of Directors, Doug Anderson called the meeting to order at 11:08 am. Board members Donna Reynolds and Patrick Horsley were present. Coleen Hillen (Community Manager) and Holly Stephens (Director of Marketing/Sales for Viniterra) were present.
- II. Unfinished Business: There was no unfinished business.
- III. New Business:
 - A. **Annual Meeting** –Ms. Stephens has confirmed the meeting date and time with the winery.
 - B. **Budget**– The Board reviewed and discussed the 2017 budgets. The Villas district assessments were approved to remain at \$150/month. The Board reviewed and discussed the 2017 annual budget for Viniterra Property Owners Association and it was approved to remain at \$684.50/improved lot, however, it was determined that we will continue to collect \$448.12/improved lot and \$224.06 from the unimproved lots. Assessments will be paid in four quarterly installments of \$112.03/improved lot, except for the Villas which will be collected monthly and the unimproved lots which are collected annually.
 - C. **Grievance Procedure** – The board reviewed and discussed a proposed Grievance Procedures which will ensure alleged violations of Declaration of Covenants, Conditions and Restrictions, By-laws, and Design and Development Standards are investigated and resolved uniformly. The board approved and adopted its Grievance Procedure. Mrs. Hillen was requested to distribute the procedure with the assessment announcement.
- IV. Adjournment: There being no further business, Donna Reynolds made a motion to adjourn the meeting at 1:05 PM. Patrick Horsley seconded, the motion passed unanimously.

Respectfully submitted,

Coleen Hillen