

**November 13, 2019**  
**BOD Meeting Minutes**

Meeting called to order by President, Joan Fuquay at 7:00pm, directors present: Kevin Monsma-Finance, Marie Zandona-Harger, Vice President, Robert Ritzman- recreation, Dominique Smith-greenbelt.

Joan Fuquay- This is a regular board meeting, although it is being held at a different time this month.

**Previous meeting minutes approval**

Kevin Monsma- move to approve, second-Ritzman, all in favor: Monsma-aye, Zandona-Harger-aye, Ritzman-aye, Smith-aye, motion approved.

**Director Reports**

**President**

Joan Fuquay-Due to the budget topic, will keep report short, and hold Finance until last for the budget review.

**VP**

Marie Zandona-Harger- There is an issue that will need a drive-by, and I would like to start a committee.

**Recreation**

Bob Ritzman-

Not much to report for recreation except for the vandalism incident a few weeks ago, someone threw a bunch of things into the pool which caused us to drain some water to find everything at the bottom. You could not see to the pool bottom; it took our employees several hours to get it corrected. No damage at this point, TBD on pool surface.

Discussion of options to prevent in future, cameras, remove tires, etc.

**Greenbelt**

Dominique Smith – Our grounds people are working near Amber to cut a trail for access that is overgrown, approximately 100 feet behind homes. I have been out there and many owners are helping clear.

Joan- this meeting is primarily about the budget, and expected to be lengthy, I will turn it over to Kevin.

Bob Ritzman-

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**Finance**

Kevin Monsma- First of all I would like to thank Pat and Karen and Joan working on this, I appreciate that.

First, minimum wage goes up to \$12.00 per hour January 1<sup>st</sup> since we are an organization with less than 25 employees. For each year from now, it will go up \$1.00 per hour for the next 3 years. We initially worked under the assumption of not increasing dues keeping our quarterly dues of \$97 per quarter. There is an issue that will need a drive-by, and I would like to start a committee. Our utilities are expected to increase, I will continue to review quarterly.

Recreation rentals, late fees document fees are part of the income. I have averaged 4 years costs. See income listed, total \$24,3276.00

Employees budget, employees are a big section of the budget, the increase is included, Recreation employees and Office staff. Payroll taxes and workers comp include all employees. Greenbelt is for fuel modification and hazardous tree removal \$36,000.

Reserves contribution is set to be \$66,787.00

Employee wages and hours adjusted after discussions to \$90,034.40-no raises for any employees other than mandatory minimum wage increase.

Discussion of expense projections, going through all line items, changes reflected, propose increase dues to \$100 per quarter, adjust income to \$264,200.

Kevin Monsma-motion to increase dues to \$100 per quarter= \$400 annual, second- Zandona-Harger, discussion, call for vote: Monsma-aye, Ritzman-aye, Zandona-Harger-aye, Smith- Nay. Motion passes.

Joan Fuquay- Karen learned from several title companies GRF fee of \$35 Document fee is well below average compared to other HOA's, most are well over \$100. I suggest we increase our Doc fee charged for home sales from \$35 to \$100.

Dominique Smith-Motion to increase Doc fee to \$100, second-Ritzman, discussion: all in favor: Monsma-aye, Ritzman-aye, Smith-aye, Zandona-Harger-aye, motion passes.

Special Board Meeting scheduled for Wednesday, December 4<sup>th</sup> to finalize 2020 reserves prior to dues assessment and newsletter mailout on December 15<sup>th</sup>.

Meeting adjourned 9:11 pm.