**Huntwyck Village Homeowners Association**

**MONTHLY BOARD MEETING MINUTES**

**2/26/2019**

**I.**  **The Meeting was Called to Order at 7:07 p.m.**

Present were:  Dave Simko  Gay Huff  Charlene Popik  Jeri Keating

Debbie Lang  Louann Huffman

A Quorum was  Present  Not Present

**NOTE:** For the regularly scheduled Board Meeting on February 20, 2019, a Quorum was not present, so the meeting was rescheduled for February 26, 2019, and a Quorum was present for this meeting.

**NOTE:** Jeri Keating has submitted a letter of resignation from the Board at 3:34 p.m. on Monday, February 25, 2019.

A Thank You card was signed by the Board Members and mailed thanking Ms. Keating for her efforts while on the Board.

**II. Comments from Members in Good Standing**

The Homeowners for Lot #292 donated the beautiful Mardi Gras wreath at the front entrance. The Homeowners also took down the Christmas decorations and put up the Mardi Gras decorations.

Nice job !!

A Renter contacted the office via email related to some minor issues. Dave spoke with him regarding his concerns.

**III. Approval Meeting Minutes**

1. Approval of Minutes of the Board Meeting held on **1/16/2019**:

**ON MOTION DULY MADE BY CHARLENE POPIK, SECONDED BY DEBBIE LANG, IT**

**WAS RESOLVED THAT** the Minutes of the Board Meeting held on **1/16/2019** be approved.

Motion Carried 4 For 0 Against 0 Abstention

**B.** Discussion regarding our Minutes Moving Forward – **Debbie** - Going forward, the draft Minutes will be emailed to all Board Members ***in .pdf format***. Should Board Members have additions, deletions, corrections, the Board Member will note the change in an email and send back to Debbie. All parties will work together to get any additions, deletions, and/or corrections back to the Debbie as soon as they can or at the maximum within a week of receiving from Debbie. Debbie will incorporate the additions, deletions, corrections, finalize the Minutes and then send to the office.

**IV. Treasurer's Report – (Dave)**

A. Cash on Hand as of **2/19/2019**:

* + - Checking **$ 31,446.43**
    - Savings **$ 44,238.59**
    - Office Petty Cash **$ 50.00**
    - **Total $ 75,735.02**

B. **January** Profit and Loss **1/31/2019**

* Total Income: **$ 24,224.15**  YTD **$ 24,224.15**
* Total Expense: **$ 9,272.37** YTD **$ 9,272.37**
* Net Income: **$ 14,951.78** YTD **$ 14,951.78**

C. **January** Financial Statement

* Total Cash: **$ 70,209.84**
* Total Assets: **$ 541,122.82**
* Total Liabilities and Equity: **$ 541,122.82**

**Note:** A discussion was had between Louann and Dave regarding the Financial Statement. One question was answered and Gay will need to be consulted for the remaining question.

D. Bank Statement Reconciliation of **1/31/2019**

* Checking: **$ 27,237.25**
* Savings: **$ 44,238.59**
* Total Cash: **$ 71,475.84**

**Note:** Dave addressed the Bank Service Fee which was higher this month than normal. It is due to the number of transactions which occurred in the previous month.

**ON MOTION DULY MADE BY DEBBIE LANG, SECONDED BY CHARLENE POPIK , IT WAS RESOLVED THAT** the Treasurer’s Report be accepted.

Motion Carried 4 For 0 Against 0 Abstention

**V. Delinquent Assessments (Dave)**

1. Total Delinquent Members, current and previous, as of **2/18/2019**:

**Accounts 263** **Total Owed: $297,949.33**

B. Less Presently Uncollectable:

**Accounts 38** **Total Owed**: **$41,506.95**

C. Total Collectable Assessments:

**Accounts 225 Total Owed: $256,442.38**

**\* 74 more accounts became delinquent after January 1st, with balances totaling $34,398.94, which increased the total number of Delinquent Members, as well as the total amount owed.**

**\*\* Dave questioned the additional amount owed from 2018 ($34,398.94) as reported above versus the amount owed for 2018 according to the Financial Report. Louann will meet with Gay to determine which report was accurate.**

**NOTE: Not copying Presently Uncollectable Report until another change occurs.**

**VI. Collection Efforts to Date (Dave)**

1. **9** Liens cancelled since **1/16/2019** in the amount of **$2,551.27.**

Grand Total: **20** liens cancelled since **1/1/2019** totaling **$5,293.28.**

1. **16** accounts are on a Payment Plan Agreement with balances totaling **$12,606.46.**

C. The Attorney continues the process of obtaining a Judgment, Judgment Debtor Rule, Garnishment or an Active Bench Warrant for **2** accounts, owing **$6,156.43.**

**ON MOTION DULY MADE BY DAVE SIMKO, SECONDED BY CHARLENE POPIK, IT WAS RESOLVED TO** suspend, or to continue to suspend, the rights of any Member owing more than $50.00 from a prior year, to vote, OR to use any of the Facilities OR Amenities of the Association.

Motion Carried 4 For 0 Against 0 Abstention

**VII. Deed Restrictions (Charlene)**

A. Total Deed Restriction Letters sent as of **2/12/2019**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1st Letters** | **2nd Letters** | **3rd & Final** | **Sent to the Attorney** | **Sent to Court** |
| **\_\_\_14\_\_\_** | **\_\_2\_\_\_** | **\_\_1\_\_\_** | **\_\_\_3\_\_\_** | **\_\_\_1\_\_\_** |

B. Fines Levied this year - **$175.00**

1. Fines Paid from this year, or from a previous year - **$579.26**
2. Fines still owed from this or a previous year- **$6,005.67**

**ON MOTION DULY MADE BY CHARLENE POPIK, SECONDED BY DAVE SIMKO, IT WAS RESOLVED TO Send 1 (Lot # 102)** Long Term Deed Restriction Violators to the attorney for legal action. i.e., a Demand Letter, the cost of which, to include postage, will be duly levied against the Member’s account.

Motion Carried 4 For 0 Against 0 Abstention

**ON MOTION DULY MADE BY CHARLENE POPIK, SECONDED BY DAVE SIMKO, IT WAS RESOLVED TO Send 1 (Lot # 414)** Long Term Deed Restriction Violators to Court, the cost of which to include Court Fee’s, Attorney Fee’s, and/or any other related charges, will be duly levied against the Member’s accounts.

Motion Carried 4 For 0 Against 0 Abstention

**ON MOTION DULY MADE BY CHARLENE POPIK, SECONDED BY DAVE SIMKO, IT WAS RESOLVED TO** continue to suspend the rights of any Member who has been sent a 2nd or subsequent Deed Restriction Letter and has failed to take corrective action within the time frame allotted, to vote or to access any of the facilities or amenities provided for by the Association.

Motion Carried 4 For 0 Against 0 Abstention

**VIII. Old Business**

1. Sheriff’s Patrol: (**Dave**)

|  |  |  |
| --- | --- | --- |
| **1-16-19 – 2-18-19** | **STOPPED** | **CITED** |
| Traffic Stops: | **5** | **2** |
|  |  |  |
|  | **# of Calls** | **Reports** |
| Suspicious Persons/Vehicle: | **5** | **1** |
| 911 Calls: | **1** | **0** |
| Alarms: | **0** | **0** |
| Other Calls for Service: | **1** | **0** |

B. Sheriff Sales – **Dave - Lot # 309 on 01-30-19 - Stopped**

**Lot # 630 on 01-30-19 - Stopped**

**Lot # 169 on 03-20-19 - Stopped**

C. DRO Court Date – **Charlene** –Waiting for attorney to finalize the discovery process. Charlene will provide updates as they occur.

D. Quickbooks Sunsetting/Replacement – **Gay** – Gay is handling this project. She was not in attendance. This item will be tabled for the next meeting.

E. 2019 General Membership Meeting – **Debbie** – The General Membership Meeting will be held on March 23, 2019, doors open to Homeowners at 9 a.m. Debbie is Chairing the Nomination Committee. All Board Members will be in attendance. Homeowners will receive detailed information and proxies by mail.

Dave will give the State of the Association Address

Gay will give a Delinquent/Collection Effort Report

Louann will give a Treasurer’s Report

Charlene will give a Deed Restrictions Report

Debbie will take the Minutes

**IX. New Business**

1. New Bankruptcy Filings/Discharges:None
2. New Bad Debt Write-offs/Recovery: None

**ON MOTION DULY MADE BY \_\_\_\_\_\_\_\_\_\_\_\_, SECONDED BY \_\_\_\_\_\_\_\_\_\_\_\_, IT WAS RESOLVED TO** write off **\_\_\_** account to Bad Debt Write-offs for **$0.00**

Motion Carried       For       Against       Abstention

1. New Global Credits: None

**Note- Not printing/copying report any longer.**

1. New Arbitration/Judgments requested/obtained: None
2. New Presently Uncollectable: None

**ON MOTION DULY MADE BY \_\_\_\_\_\_\_\_\_\_\_\_, SECONDED BY \_\_\_\_\_\_\_\_\_\_\_\_, IT WAS RESOLVED TO** move **\_\_\_** additional account with balance totaling **$0.00** to the Presently Uncollectible account due to the status of the account.

Motion Carried       For       Against       Abstention

1. New JD Rule, and or Garnishment Initiation - **Gay** -None
2. Board Member Mileage Reimbursement - **Dave** - None
3. Office Closure/Board Member Availability during the week of Mardi Gras - **Dave** –The office will

be closed on March 4th, 5th & 6th.

1. Another Governmental shutdown - **Dave** – Unknown at this time.
2. Neighborhood clean-up - **Dave** – The date for the neighborhood cleanup has not been set. A flyer with the new date will be sent out with the next statement and posted on our website.
3. Easter Egg Hunt - **Dave** – The date for the Easter Egg Hunt not been set. A flyer with the new date will be sent out with the next statement and posted on our website.

L. 2018 Liens will be filed the week of 04/22/19, against any Homeowner owing $80 or more form 2018, or any previous year.

N. M&R File Service is closing. All the records we have at their facility are being returned to us on February 27, 2019.

**X. Committees**

* **Architectural Control -** Continue to Approve Reports for Solar Panels, sheds, concrete work, Composite fences, etc.
* **Parks and Safety -** A dead tree limb fell on the landscaper’s vehicle while he was working at the main entrance off 190 and broke his side view mirror. His mirror will be replaced.

As a result, a tree expert was contacted to inspect ultimately trim the trees along the front entrance. A total of 14 trees needed trimming. The work was done on Sunday, 02/24/19 at a cost of $840.00.

In Queen Anne Park, a second swing chain broke because the chains holding it have worn thin. The chains will be replaced.

* **Pool and Facilities -** Inspected. The pool supervisor may not be adding enough chlorine to the pool and therefore there is a possibility of the pools will have algae in them when uncovered. If so, this issue will be dealt with at the time the pools are uncovered.

Louann is advertising for a pool supervisor for the 2019 season.

She will also be putting out an advertisement for lifeguards for the 2019 season.

The old pool badges in the computer system need to be purged from the system.

* **Lawn and Garden -** See II.
* **Welcome -** Mail/delivery of “Welcome” packets to New Homeowners is temporarily on hold. Bi-weekly or Monthly For Sale Reports need to be assigned to another Board Member since Jeri has resigned.
* **Huntwyck Herald -** March/April to be a combo issue. If you see a problem with any animal in the subdivision, there is a link on our website [***https://www.huntwyckvillage.com/***](https://www.huntwyckvillage.com/)to St. Tammany Animal Control to report the problem. [***http://www.stpgov.org/departments/animal-services***](http://www.stpgov.org/departments/animal-services)

Dave commented that while he understands why combo issues are published, they are not conducive to passing along timely and relevant information regarding upcoming events.

* **Recreation –** See IX. K.
* **Website –** The website has not been updated.
* **Board Oversight -** No Committee - No Report
* **Deed Restriction -** See VII. A.
* **Budget** - 2019 Budget approved in November 2018, and posted to our Web Site.
* **Nomination** - See VIII. E
* **Neighborhood Watch** - No Committee - No Report.

**XI. Comments, Concerns, etc., from Members in Good Standing**

The board heard from       related to.

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**XII. Next Meeting**

The next Board of Directors Meeting is currently scheduled for **3/20/2019**, at **7:00 p.m.** at the Association Office.

Dave announced that is imperative that all Board Members attend the Meetings for March, April and May 2019 as there is a lot of activity that will need to be addressed in the upcoming months.

**XII. Adjournment**

There being no further business, **ON MOTION DULY MADE BY DAVE SIMKO, SECONDED BY CHARLENE POPIK,** the meeting was adjourned at 8:30 p.m.

Motion Carried 4 For 0 Against 0 Abstention

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Secretary - Debbie Lang Date

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President - Dave Simko Date