

**Meeting Minutes of a Special Board of Directors Meeting of
Fall Valley Homeowners' Association
October 19, 2023**

In Attendance:

Board Members: Randy Miller, Gayle Herbst

Manager - Joy Zeller

Absent Board Member(s): Karen Nelson

Contract for Divergent Properties

- Joy will send the contract via Dropbox Sign.

Migration from Donna

- Domain & Website: Randy will try to get the domain and website from Donna. If he can't, Joy will create a new website and we will keep moving forward.
- QuickBooks: Randy will try to get this worked out as well. There is some issue with the connection between QuickBooks and Intuit that is making it difficult. In the meantime, Joy will work through 2022 & 2023 and track things in Excel in order to present to the members at the annual meeting.
- Files: Randy will try to get the boxes of files from Donna. He will also email out the digital, shared folder and files.

Partnerships

- Bank: Gayle Randy and Joy will go to Alpine Bank to add Gayle and Joy to all HOA accounts. It was agreed that setting up auto-payment would be a good thing, but Joy will work closely with Gayle to present checks to be signed and review the books each month.
- Insurance: Randy provided insurance renewal information. Joy will follow-up and will also get additional quotes to see if the HOA can save money on premiums.
- WD Yards: The HOA has not paid them for several months. Joy will reach out to establish the contact person moving forward. Randy suggested setting up auto-payment for the basic monthly service, and then Joy is to present any additional expenses invoiced to Gayle and Randy for approval before paying.

Budget and Invoicing for 2023

- The budget and financial reporting for the past two years has discrepancies and missing information. Joy will comb through the bank records and create new financials and invoicing, as needed.

Annual Homeowners Meeting & Owner Communication

- A tentative meeting date of November 30th was set. Joy will reach out to Good Will and a few other possible meeting locations before sending out communication to homeowners.
- Randy will have Karen (neighbor) deliver a letter from him to the homeowners explaining the transition and including the link to update owner contact information & pay assessments online.
- Joy will send out mailing that will include: Introduction Letter, Notice of Meeting & Proxy Form, Annual Assessment Invoice

Distributed Items

- Randy gave Joy a key to the PO Box, a key to the pumphouse, and a key to the dog station. Joy will create duplicate keys for Randy or future presidents to also have.
- Randy gave Joy insurance documents, bank statements, and unpaid invoices.
- Randy gave Gayle the checks for the HOA.

Homeowner Business:

- The board did not have time to discuss the items on this agenda item:

Adjournment

- The meeting was adjourned at 2:28pm