Ranch Crest Sec III-IV November HOA Meeting

4 of the 5 board members met to discuss ACC updates and by-law amendments

## Office of the President, Crista Wriser

There were no new updates about the drainage improvements from White Oak Development. The county has not made any new requests of WOD.

**Office of the Vice President, Loretta Blenderman**

44 letters were mailed to residents that had ACC violations noted in multiple days. Multiple phone calls and emails have been answered about the letters and the violations. Updates to how drive-by’s and violations would be documented. From this point forward, all violations noted would need a picture with a date and time included. They would then be uploaded into the condo manager system for tracking. When a warning letter or fine letter is going to be sent out, the picture/pictures would be included with the letter. Letters would also be viewed and proof read by at least one other board member prior to being mailed.

Of the letters that were sent to residents, many have called or emailed about their notice. Many have been corrected at this date. Several properties were discussed about standings and foreclosures/abandonments.

**Office of the Treasurer, Ray Eytcheson**

Many residents have called or emailed about the dues date being different from in previous years. It was explained that due to the HOA following the fiscal year of most business the billing needed to be moved to earlier that January 31st. Multiple checks have been received and deposited. Several residents have requested to use the Square Swipe option this year. It has not been received yet, due to issues at the bank, but residents that have said that they would like to use that option, are being noted and will not be counted as “late” should the square not get here in time.

**Office of Grounds and Services, Jon Wierema**

No new updates.

**Office of the Secretary, Krysten Lerchbacker**

A by-law amendment was proposed by Ray and seconded by Crista to state:

“In the event of a rejected check or credit transaction charge assessed to the HOA for an invalid or insufficient funds fee created by a resident payment, the bank fee will be charged directly back to the resident payables account. Along with an additional HOA penalty fee equal to the amount assessed by the bank. This fee to offer system costs, billing and mailing activity associated with remedying the defect in the resident’s transaction.”

This was agreed up by all present board members.

It was discussed that a digital camera might be a good idea to purchase by the HOA, with date capabilities, to be able to use by any board member. Digital photos would be used for documentation for ACC violations, grounds issues, county issues, or any other relative documentation needed by the HOA. Ray was put in charge of researching and purchasing a camera with a warranty, ease of use, and date and time function. **(Purchased and in possession of the HOA.)**

It was also agreed on that a return address stamp was needed for ease of mailings. This would speed up the process of having to send certified letters and filling out paperwork. **(Purchased and in possession of the HOA.)**