**The Grove Meeting Minutes for October 24, 2023**

**Call to order**

The meeting was called to order at 7:05pm on Tuesday, October 24, 2023 and in attendance were Board Members: Carol Barleycorn, Dan LaMorte, Len Schimberg, Muslima Lewis and Rick Waid as well as committee members Tom Benoit, Anne Schimberg and Brenda Stokes and several residents. A quorum was confirmed and the meeting commenced.

**Approval of September Minutes**

Rick asked if the Board had reviewed the minutes and if there were any changes that were needed. There were no additions or changes. Len moved to approve the minutes, Carol seconded and the minutes were approved with unanimously. Rick excused himself from the meeting temporarily.

**Finance Report**

Rick called for the financial report. Len reported that the balance in the operating checking account is $4977.99 and$148881.39 in Investment accounts for a total of $153859.38 in checking and investment accounts.  Receivables due are from 2 residents for (2 quarters) at $879.28, 1 resident for (3 quarters) at $908.14, and the remaining residents (all current) at $2064.42 for a total of $6160.48. Included in this balance is $1000.00 due for the Special Assessments initiated by the Master Association and 1 resident in foreclosure at $1,308.64. There were $1353.73 in bills paid to our vendors (all current).

Dan stated that he had a lengthy conversation with Len today regarding the monthly financial reports. He suggested to Len to clean up the reports as to make the reports more accessible for the understanding of the Board. He also stated that the ‘Profit and Loss’ statement does not really serve a purpose in the monthly reporting, but that a review of the month’s project budget versus the actual costs would be more effective. Muslima requested this discussion be tabled and continued when Rick returned.

**OLD BUSINESS**

**Violation Committee Report**

Muslima suggested that we move to another topic on the agenda. Carole volunteered to report on the Violation Committee meeting. Carol stated that she had sent out documents for everyone to review that included: a cover letter regarding violations, ‘Violation Notice’ and ‘Temporary Parking Permit’. Carol stated that the ‘Temporary Parking Permit’ would follow later in the process and first they would deal with informing the Residents and issuing violations. Carol requested to create an email account for the Violation Committee to directly contact residents who are violation of any Grove Rules. Dan stated that this was a good idea and that he would need details in narrative form to create a page or add this information to the home page for the website. Muslima asked if there would be some uniform process that the Committee would be formulating. Carol stated that this is a process and the Committee needs to begin slowly and see how it will work. The Committee would like to begin the process on November 1st. There was more discussion. Tom stated that their attention will first focus on repeated violations. The committee requested that the documents Carol emailed to all members should be reviewed by the Board and that any questions or concerns should be provided to the committee no later than October 30th. The Board concurred.

**Finance Report (Continued)**

Dan continued to discuss the monthly ‘Financial’ reporting stating that having notes for specific differences in the month’s activities or notes that reflect a clear picture of our current financial state is essential. After reviewing the financial report he thought that there needed to be discussion on the current over budgeted expenses and action by the Board to deal with it. Len mentioned he would be revising the financial reports beginning January 1st. Carol requested that the reports be revised immediately and Len agreed to do this immediately. There was more discussion and it was agreed that the Finance Committee should meet and discuss the financials, complete the 2024 budget and review the over budgeted expenses and make recommendations. Len was asked to set a meeting date and time. Dan moved to approve the September finance report, Carol seconded and the finance report was approved unanimously.

**OLD BUSINESS (Continued) Finance Committee Report**

Len reported that the finance committee met and worked on the budget for 2024. The committee took into consideration all additional projects for next year, which included tree trimming, landscaping and asphalt sealant. Muslima brought up there was discussion about increasing the quarterly dues in order have secured funds to pave our roads in five years. There was discussion regarding this issue. The discussion concluded that the Finance Committee should review the current and future fiscal budget planning and make recommendations. The Committee plans on sending a draft of the 2024 Budget to the Board for review shortly.

**Rejuvenation Procedure Update**

Rick reported that he had sent out the Resident Package prepared by the Law Firm for the Board’s review. He stated that the committee consisting of Len, Muslima, Dan and himself should meet immediately in order to expedite this process. The Board will be responsible for mailing out the packets to all residents. Dan stated that he reviewed the ‘Resident Letter’ and felt that there were some confusing parts that would need to be reviewed. A meeting was set for Monday, October 3oth at 7:00pm.

**Board Certification**

Muslima requested clarification on why she had been assigned to giving this report and Dan reminded her that she had sent information to all Board Members regarding ‘Board Certification’ and suggested that the Board review this. Muslima understood and stated that from her review of the state laws it is the Secretary’s responsibility to maintain the records of certification for all board members. And, that this action should occur immediately when a new member of the Board accepts their position on the board. Dan recommended that this would be a good topic for the Board Retreat. Muslima also stated that the Board needs to be mindful that this is a legal requirement.

The **ARB Report** was tabled until next meeting due to Steve’s absence.

**Management Company Update** – Muslima

Muslima referred to her email that was recently sent to the Board stating she was asked to request Pinnacle Property Management to send me a sample/template of their HOA management contract.  She stated that the contract is proprietary, and they therefore would not send it.  Instead, they sent their Management Q&A that they use to assess the levels of service they will provide an HOA.  She stated when she last reported on this, she explained that Pinnacle provides 3 core services: accounting, administrative, and physical management.  They do not "unbundle" the 3 services, the extent of the services they provide in each of these 3 categories varies depending on the association's needs.   Finally, for context: she stated we are still in the exploratory phase.   We are in communication with Pinnacle only because they provide services for Beekman Place and other communities within Beekman, but there is no presumption that we would retain Pinnacle - or any other company, at this point. No decision has been made to retain a management company. There was discussion. Dan voiced some concerns about Pinnacle and Muslima responded that our focus should not be on one specific agency, but whether we need these services and once we agree that we will need to search for the most appropriate company. There was more discussion and it was agreed to continue this discussion at the upcoming retreat.

**Asphalt Sealant Project**

Dan reported that the Project should add life to the existing roadway and push the renewal back two to three years. This would provide the Board two additional years to build the reserves. The Board concurred and it was agreed that the project would have further discussion during the next Finance Committee meeting when finalizing the 2024 budget.

**New Business**

Rick called for new business and reported that two fountains in the main pond were not functioning properly and that he had requested a proposal from Aquagenix. Tom stated that he had turned off the fountain(s) when he noticed the problem and that someone had turned on the fountain. Dan stated that he had instructed Aquagenix to maintain the fountains and when they were not on to be sure that the fountains had not shorted the breaker. It was decided that Tom would turn off the fountains and that Dan would instruct Aquagenix to not turn the fountains on until given notice.

Muslima stated that the billboard were repaired very well, but that water is still damaging the billboards. She had requested a quote from Daniel to build a protection shield for both billboards.

Dan stated that he would be providing Muslima with a flyer to advertise the new ‘Suggestion Box’ that will need to be posted in both billboards.

Len asked if anyone knew where the electrical meters are located at the front entrance. He has been presented with a bill that was paid by Beekman Place Association that they are claiming is The Grove’s bill. Dan and Len will meet and Dan will show Len where the equipment is. The Board recommended checking the meter number and seeing if they match and also calling the county to verify.

Dan reported on his recent work on soliciting quotes for necessary tree trimming and a possible replacement for our landscaping. He mentioned that he sent all the quotes to the Board for their review and that in general the tree trimming quotes were similar with the exception of one vendor. He recommended that we try and contract one of the companies to complete the work at the back gate. The landscaper he recommends is TruScape, but he will continue discussing this with the Finance Committee and report in November.

**Adjournment**

Rick asked if there was any additional business to discuss. There was none. Dan moved to adjourn and Muslima seconded and it was approved unanimously.