

## Antigua Condominium Association

### Minutes of the Special Meeting of the Board of Directors (Executive Session) on July 13, 2023

Mike Faulkner – President, called the meeting to order at 8:05 pm.

Roll call taken to establish quorum.

- Attending board members: Mike Faulkner, Mary Dischinger, Mike Keenan, Ellen Schweiger, Rosey Whitaker, Kat Ilkhani, Randy Ditch
- Absent board members: Robert Mayer, Sheri Miller

New Business

- Delinquent Accounts

Mike F opened by stating that delinquent accounts have been an issue that the board has causally talked about for a long time but still have made no decision. It's time we get this item off our plate.

Mike F asked Mary to give an overview of both the AR Aging Summary and the Assessments Receivables.

Here are some of the challenges we have:

- No notifications have been sent to the owner to make them aware of their past due payments
- Accuracies are questioned during the time that Monica and Robin were handling the accounting
- Delinquent accounts go back to 2020, now 3 years old
- Year-end financials have been closed
- Amounts past due range from \$1.85 to \$2,667.50
- We have a variety of situations
  - Those that knowingly and routinely pay late
  - Those that are still paying \$475
  - 6 Accounts are over \$1,000
  - Those that pay in advance
- Should all delinquent accounts be handled the exact same way
- We have a variety of situations

Discussions took place around the above. It was decided that Mary would draft a few different notifications. It was suggested that all past due owners be notified and then contacted by phone to better understand their reasons for being late. Rosey and Ellen offered to assist Mary with the calls. Before moving forward, Mary would send out her email drafts to the board.

No final decision made, and no vote requested.

Adjournment at 8:30

Minutes taken by Randy Ditch due to the Secretary, Robert Mayer, being absent