



Monday, 01/10/2022

## Attendees

Larry Howe, *President*  
Gale Armstrong, *Treasurer*  
Jordan Dempsey, *Secretary*  
Nell Wood, *Bookkeeper*  
Mellina Sterry, *Event Planner*  
Andrew Meitl, *Curb Inspector*  
Brad Beam, *Compliance Officer*

Meeting Called to Order at 6:39PM

## Minutes

### Review December Minutes

- December minutes were reviewed and approved as printed

### 3334 Valley Forge

- Brad: Homeowner wants to move 2 buildings with approval of board
  - 1 Regular size shed, 1 Concrete storm shelter w/ metal roof
- Concrete building would be painted by homeowner, board approved of both buildings

### Curb Inspection

- Fine for trailer not moving on Plymouth Rock.
- Discussed making sure residents are aware of the issue and notices are being sent to the correct individuals to take action. A notice was sent in the first week of December for trash violation, a violation for the trailer should have also been sent at that time. Notices may not be going to the house but to Gerard Realty. Another violation will be sent out this weekend if the trailer is still on the road.
- Reviewed the policy on violations regarding trailers and time allowed before a violation is posted.
- Larry H. will make contact with residents if needed.

Report on January Billing and Finances: Nell Wood

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- A physical copy of finances for the 2021 year were given to the board and reviewed.
- Nell's earnings from HOA (accounting fees) were separated from the fees charged to the closing attorneys.
- Nell explained pricing changes over time for services provided and included these in the document under "Generated Fees Paid to Contractor"
- Billing on late payments fees and other fees clarified by Nell
- Nell gave advice on sending bids out for accounting services. Encouraged the HOA to not include transfer fees in bids sent out. Larry plans to send out all inclusive bid packages.
- Differences in billing cycles reviewed. Difference was based on whether a lot pays once a year or twice a year. The difference is roughly 50/50.
  - 466 invoices sent out on Jan. 1 2022
    - 32 Printed, 434 Emailed
- Larry wishes to close bidding by April 1st, 2022. 3 bids already received with another expected soon.
- Gale Motions to move date to 3/1/2022, Second by Brad, Motion Passed.
- Looking at landscaping bids, the scope of bids was reviewed including fertilizer, trees, and the range of mowing.
- Addressed the CD and the backstory on why it was put in place. Was designed to be an insurance policy for the HOA if finances are tight. Gale will look into when it matures and the possibility of moving it into a higher return savings account with the bank.
- Fees on new builds may affect the price of new contracts to rise if it is based on a percentage basis. The risk of putting the contractor in a bind with 300+ possible new homes being built needs to be addressed. Currently 75 completed lots are under development.

## Collections Update

- The board addressed the issue of collections. The board looked into having the accountant cover this responsibility or if a volunteer position would need to be created on the board to handle collections.
- Late Fees
  - 90+ days late: **\$10,992.13** (49 Properties)
  - 60-89 days late: **\$162.97**
  - 30-59 days late: **\$49.48**
- Currently **\$40,513.99** in HOA dues sent out, (≈**\$11,000** collected at time of meeting).

## Late Collections Plan

- Options for lots with excessive late fees were reviewed
  - File in small claims court for \$125
  - Writ of execution (Seizure of property)
  - Abstract of Judgment (\$5 with a lien placed on the property)
- The question of notices was addressed and whose responsibility it is to send out notices. The use of a late fee as incentive to pay within 15 days of late notice was reviewed. Currently \$40 is charged for the use of a certified letter. Email and certified letters were looked into for notices. Larry introduced the idea of using different colored paper (yellow / red) to help get the attention of property owners and to simplify the process so we can be more consistent.
- Brad motions to streamline the entire process as outlined below.
  - *At 30 Days late a **yellow warning letter** is sent*
  - *At 60 Days late a certified registered **red escalation letter** is sent.*
    - *\$25 fee for registered letter and interest of 5% monthly begins*
  - *The owner has 30 days from the time the red letter is sent out to pay the balance or set up a payment plan. If no action is taken then a lien is placed on the property as soon as legally possible.*
- The legality of the timing around liens will be looked into. Color paper will allow consistency. Larry mentions that payment plans should include a clause that expedites the timeframe should the first payment be missed. Payment plans will be spread out over the course of 6 months. Quickbooks may be able to generate letters. Any properties that are already behind will still have their fees from before the policy change along with any new fees added in 2022. Larry offers to send out letters in the time being.

## Quickbooks

- Larry brought up the access to quickbooks and who has administrative access. The board wishes to set the HOA as the primary administrator on the Quickbooks account and not the accountant who wins the bid. The primary administrator (HPHA) would be able to permit both viewing and editing access to the correct individuals. Brad motions to have the password be in a lock box that the majority of the board can access at any point in time should there be a need, motion is seconded by Andrew and approved.
- Nell advises the HOA to prioritize finding an accountant who cares for the neighborhood and will put in their best effort.

## Website

- The board addressed the website not being updated. The reasoning being John Hernandez has the website linked to his personal email and is unsure how to unlink the two. The board does not wish to start from scratch, but John has not shared the password to edit anything in the meantime with the board. Website needs to be under HOA administration and not tied to the personal email of any one member in the future.
- Larry Howe will contact John to find a resolution.

**Motion to adjourn 8:46PM from Melina Sterry, 2nd from Andrew Meitl**