

2024 SMA Board Meeting

Meeting Date: January 15, 2024

Attendees:

- Jessica Dabish
- Mark Smith
- Lisa Pooley
- Gale Keith

Time Meeting Called to Order: 5:36

Topics:

- Welcome
- Gayle opened the meeting with a number of financial questions, statements, etc., including:
 - o Checks needing a second signature (e.g. DTE, etc.) for payment – Lisa signed those.
 - o Electronic payment options for the homeowners – need to choose between Venmo and setting up something secure on the website to integrate with QuickBooks. It was decided to look into the website option – however any associated fees with that form of payment would need to be paid by the homeowner.
 - o Waiver of future association fees for board members rather than reimbursement of them. This option was decided on to move forward with.
 - o Changing banks – we will most likely move to Chase Bank, but in the meantime, Gayle, Jessica and Lisa will meet at Huntington Bank on Saturday, 1-20 to add Jessica to the account for signature.
 - o Discussion around a homeowner who is severely behind in dues; Next steps is for the board to meet with that person and discuss a payment plan. That will happen later first quarter.
 - o With the statements and newsletter needing to go out last month, it took Gayle over 4 hours to process (e.g. print, collate, package, stamp, mail, etc.); She is looking into getting a quote from Office Max to process that each quarter. The option was also brought up to have other board members assist. We are waiting on the quote.
 - o A question was raised about having a newsletter. Lisa stressed that not everyone has interest or knowledge with digital media in the neighborhood, so this is the best

method/channel to ensure everyone has the information they need. We will still continue to use the website and FB page for additional information and communications.

- Discussion turned to other items on the agenda including the picnic. A suggestion was made to forego the event. It was then recommended that we do a survey on FB to gauge the interest – once that page is functional.
- Mark and Jessica are working to develop the new FB page. They're working through some technical issues and hope to have it functional by the end of this month.
- In addition to the picnic, there will be a need to coordinate with vendors for other activities in the community this spring including sprinklers, lawn cutting, weeding, gardening, etc. Lisa asked about vendors. Gayle indicated she has a list within QuickBooks and the files Jerry provided during his transition from the last year. It was stated that we will need to reach out to them for support. Specific discussion occurred around general gardening/maintenance and Jessica and Mark indicated they felt they could get committees started who could help with that effort – either performing the tasks or knowing someone who does that work. Lisa recommended they put together a SOW to solicit proposals from different bidders.
- Lisa offered to provide the board members with the OHM Advisors study on the water/infrastructure matters with the neighborhood in advance of the spring. She will also provide the RFP that was developed to share with any companies that they would like to solicit bids from.
- Next the board discussed the new group Gmail account and how we should operate with it as a group. All agreed to the process.
- Last on the agenda was the decision to select which position each board member would have. This has been an ongoing topic since the board started. Lisa shared position descriptions and reviewed each for the group. While both Mark and Jessica ran for certain positions, they would rather have different positions. Lisa noted this and had offered a compromise, however that was decided against and through majority decision, Jessica will be the President, Mark the Vice President and Lisa the Secretary.

Meeting adjourned at 6:52

Signed by:
Jessica Dabish
Title: SMA President
Date: 1-15-24