

**ROCKY BAYOU OWNERS ASSOCIATION
P.O. BOX 848 Niceville, Florida 32588-0848**

**Minutes of the Monthly Meeting of the RBOA Board
May 11, 2022 at Niceville City Hall**

In attendance:

Existing board members (quorum reached):

Rich Comer, President

Nicki Patten, Secretary/Treasurer

Kathy Flynn, Architectural Control

Tracy Wood, Compliance

John Rivera, Maintenance

Joe Bradley, Environmental

Homeowners/Association Members:

Marian LoGatto, Bookkeeper/Covenants Committee Chair

Jeff McAdoo

Meeting called to order by Rich Comer at 6:47pm, followed by a Moment of Silence and Reflection

PREVIOUS MEETING MINUTES:

April Meeting Minutes were circulated via email and already approved prior to tonight's meeting.

FINANCIAL / BUDGET: reported by Nicki Patten

Review Financial Report:

- Combined total of \$119,530 in bank as of 4/30/22: \$58k in checking and a little over \$30k each in CD and in MM

- 2022 budget showed more expenses than income, which we expected, but we may not spend the max expected for several categories, especially in Projects, since there aren't any additional projects pending. If actual expenses are less plus estoppel fees for which we do not budget, we may come closer to breakeven by year-end.

- Still have one lot that has not paid 2021 dues; approx. 85 still need to pay 2022 dues. Marian hand delivered additional notices today to those delinquent for the current year.

Accounting software update request:

Now have old QuickBooks 2015 software; previous approval was granted to upgrade to more current version. Nicki suggests instead moving to the online version. She can secure the subscription at a 30% discount through her CPA firm, so would be reimbursed for the out-of-pocket cost. Discounted online subscription would be \$210 annually vs desktop \$349 annually.

Tracy made a motion to approve Nicki managing the QuickBooks online subscription at an annual cost of \$210; Kathy seconded. Nicki abstained from voting since the reimbursement would be paid to her; all others approved. Nicki will handle conversion from desktop to online.

1099s:

Vendors/ independent contractors need to be issued a 1099 if paid \$600 or more during the year. Need to secure Forms W-9 from all vendors, including attorney. Nicki obtained from Marian and emailed to Natural Lawn of NWF.

Website renewal:

Website is set to renew on 5/17; Mike Renna will cover the cost for the 5/17 renewal and will submit the invoice for reimbursement.

Safety Deposit Box renewal:

Marian received a \$70 renewal notice for safety deposit box. Rich has a key but is unsure what is in it; whatever it is can probably be moved to the storage unit. Rich & Nicki will meet at Synovus this week to complete signature cards and see what is in safety deposit box.

Board Certifications:

Paperwork provided and all board members signed certifications as required per Florida statutes. Marian recommended all board members look at the Becker website link she forwarded for HOA Board Member webinars.

Bookkeeper position:

Marian is stretched a bit thin and willing to relinquish bookkeeping. Nicki has a colleague she works with remotely on several clients who can pick up at same rate of \$500/month. Based on job description, checking PO box and making deposits are items she would not be able to do, though it was discussed it would be more prudent for those duties to be handled by an officer, not an independent contractor. (Perhaps the responsibility for the new VP?) Tracy motioned we go with the Bookkeeper Nicki knows; Rich seconds with caveat that it be on a month-to-month trial basis. Passed unanimously. We thanked Marian for stepping in and all her work over the last several months. She will finish out May and transition to the new Bookkeeper next month.

ARCHITECTURAL CONTROL: reported by Kathy Flynn

Kathy noted 3 submission in the last month: 1 swingset, 1 new construction, 1 new addition; all approved by committee and awaiting final signature.

COMPLIANCE: reported by Tracy Wood

Neighbor complained of a possible commercial business operating from one of the homes. A letter will be issued to inquire about it.

MAINTENANCE/PROJECTS: reported by John Rivera

Power company trimmed trees near power lines on Forest Rd by Golf Course Rd Islands on Lindsey Lane were finally addressed; John had to stay on landscaping company to get it done. They've been notified that the North island of Ruckel needs to be cleaned up. Rich suggested text messages are sometimes the best way to get them to follow up.

ENVIRONMENTAL: reported by Joe Bradley

Turnover from prior director, Joe got all the contact info for who to contact when items come up. No issues to report.

OLD BUSINESS:

Initiative to update RBOA governing documents:

Because there are 13 different sets of covenants for the 13 units within RBOA, \$7,500 budget item was approved and contract was signed for attorneys to consolidate into one set, with special clauses for anything pertaining exclusively to a specific unit. Each unit will have to ratify the consolidated covenants. Rich spoke to attorney Jay Roberts last month and they hadn't started the work; Marian, as Chair of the Covenants Committee, will re-send email to Jay to make sure he has what he needs to get project back in motion.

RBOA/RBCC relationship:

Membership of RBOA at RBCC enacted last month. Only 2 residents thus far have taken advantage of the discount to become Social members of RBCC. Association members who want

to walk the course need to sign the RBCC release; Rich is not aware of any releases that have been signed to date. Tracy got a copy of the release form from Sandy North at RBCC; she will circulate to board members in case residents ask for it.

NEW BUSINESS:

Request from RBCC:

RBCC asked if we could email our residents a survey re: the interest in pickle ball courts; discussed and agreed we do not want to take responsibility for sending via email. We provide them with association members' addresses monthly for purposes of the social membership discount, so they can send directly. We would be willing to put a Big News announcement on our website to alert residents that the survey is coming by mail and reminding them of the benefits and the requirements of our agreement with RBCC.

VP urgently needed for Board completion:

New resident Jeff McAdoo volunteered in order to complete the 7-member board. Nicki motioned to nominate Jeff to Vice President, Tracy seconded. Approved unanimously.

Because of expected absences, the next monthly board meeting on June 8, 2022 may not be held. Rich will send agenda for reports to be circulated via email in lieu of a meeting [unless something comes up that needs a vote and we have the required number of board members for a quorum.]

**Kathy motioned to adjourn meeting, seconded by John. Meeting adjourned at 8:15pm.
Recorded by Nicki Patten**