

REGULAR MEETING OF THE BOARD OF DIRECTORS - MEETING MINUTES

DATE: November 12, 2020

TIME: 6:00 PM (Meeting called to order at 6:04 and adjourned at 7:01)

LOCATION: ZOOM

In Attendance: Sherry Bueche, Candace Cooke, Eddie Greene, Eric Horn, Dave Marquardt, Stephanie Hughes, Jennifer English, and Bob Berry (joined about 6:30)

1. Established a quorum with 4 of 5 board members
 - a. Eddie Greene, Stephanie Hughes, Eric Horn, Dave Marquardt
2. Approve minutes from August 26, 2020 Board meeting
 - a. Stephanie Hughes made a motion to accept the 8/26 meeting minutes; 2nd was Eric Horn
3. Introduction of September meeting notes from nominating committee
 - a. 3 committee members originally, dropped to 2 because of RRISD virtual school constraints and homeowner was unable to continue with committee
 - b. Phil Brusseau and Bob Berry were committee members
 - c. Will ratify these meeting notes at the next board meeting
4. Homeowner Forum
 - a. Nothing brought to the table
5. Oral summarization of items approved via conference call, email vote, or other permitted method since last meeting
 - a. Board approved via email to have a Reserve Study completed in 2021
 - b. Last Reserve Study was completed in 2015
 - c. This will be a 2020 fiscal year budget expense
 - i. 2 installments of \$1300 - total expense of Reserve Study is \$2600
 - d. Will be completed in December 2020 timeframe
6. Motion and vote to ratify actions taken outside of a meeting since last meeting
 - a. Eddie Greene made motion to accept Reserve Study; 2nd was Eric Horn
7. President's report
 - a. Successful annual meeting in October
8. Treasurer's report

October 2020 Analysis

Terms

1. CD – Certificate of Deposit
2. MMA – Money Market Account
3. MOM – Month-Over-Month
4. YTD – Year To Date

Balance Sheet

Decrease of \$49.97 MOM

Assets

- Operating Bank account increased \$78.74 MOM
 - Cash Received > Expenses Paid - \$77.22
 - Interest - \$1.52
- Reserve accounts increased \$1,146.08 MOM
 - Interest on 5 CDs - \$614.54
 - Interest on 1 MMA - \$5.54
 - Operating Expense - Reserve Transfer to MMA - \$526.00
- Uncollected Assessments decreased \$1,274.79
 - Receivable collected on overdue accounts
- Capital Assets – No Change

Liabilities

- Replacement Reserves increased \$1,146.08 MOM
 - Interest on 5 CDs - \$614.54
 - Interest on 1 MMA - \$5.54
 - Operating Expense - Reserve Transfer to MMA - \$526.00
- Prepaid Assessments decreased \$1,250.71 MOM
 - Previous Unearned Revenue earned in October
- Retained Earnings decreased \$1,894.87 MOM
 - Receivable collected on overdue accounts - \$1,274.79
 - Interest on 5 CDs - \$614.54
 - Interest on 1 MMA - \$5.54

Equity

- Net Income increased \$1,949.53 MOM
 - Excess revenue over expenses

Income Statement

Monthly Activity

- Excess revenue over expenses - \$1,949.53
- Budgeted deficit - \$4,198.00
- Total \$6,147.53 better than Budget
 - \$2,235.29 Higher revenue than Budgeted
 - \$3,912.24 Lower expenses than Budgeted
 - Various accounts – will focus on primary drivers (99% Explained)
 - \$9,000.00 better due to timing of Insurance Expense (Paid in August)
 - Actual \$0.00 vs Budgeted \$9,000.00
 - \$1,629.09 worse due to higher than budgeted Administrative Reimbursements
 - Actual \$2,629.09 vs Budgeted \$1,000.00
 - Driven by invoice for Annual Meeting mailing costs
 - \$1,300.00 worse due to higher than budgeted Capital Improvements
 - Actual \$1,300.00 vs Budgeted \$0.00
 - Driven by invoice for Reserve Study costs (50% down payment)
 - \$1,028.38 worse due to higher than budgeted Access Gates
 - Actual \$1,028.38 vs Budgeted \$0.00
 - \$694.50 worse due to higher than budgeted Legal Fees-HOA
 - Actual \$694.50 vs Budgeted \$0.00
 - \$447.96 worse due to higher than budgeted Pool Contract
 - Actual \$1,022.96 vs Budgeted \$575.00

YTD Activity

- Excess revenue over expenses - \$28,396.38
- Budgeted deficit - \$22,500.00
- Total \$50,896.38 better than Budget
 - \$2,726.23 Higher revenue than Budgeted
 - \$48,170.15 Lower expenses than Budgeted
 - Various accounts – will focus on primary drivers (99% Explained)
 - \$36,700.00 better due to lower than budgeted Capital Improvements
 - Actual \$1,300.00 vs Budgeted \$38,000.00
 - Capital Improvements not executed due to COVID
 - Only expense is for Reserve Study costs (50% down payment) in October
 - \$6,500.00 better due to lower than budgeted Recreation Expense
 - Actual \$0.00 vs Budgeted \$6,500.00
 - No Club parties/activities due to COVID
 - 4,678.34 better due to lower than budgeted Maintenance Labor & Supplies
 - Actual \$11,321.66 vs Budgeted \$16,000.00

** CD is expiring in near future. **ACTION ITEM:** Jennifer is checking into rate options.

** Three changes for 2021 budget

- i. \$11,788 is projected home assessment income (based on 421 homes)
 - ii. Newsletter cost changing from \$200 to \$230 every other month
 - iii. Reduce monthly reserve contribution to \$466
9. Approval of 2021 Budget
 - a. Eric Horn made a motion to approve 2021 budget; 2nd was Bob Berry
 10. Manager's report
 - a. Working behind scenes with Eric Horn to prepare 2021 budget
 - b. Continuing with every two week homeowner home inspections
 - c. Winterizing amenities
 11. Old business
 - a. Non-member request for access to pool
 - i. This non-member was given Connie's contact info so that she could consult with her as she considered cost of being added as a member
 - ii. Board will wait to hear from non-member to consider further
 12. New business
 - a. Newsletter
 - i. Over the years, Board has decided to maintain paper newsletters for Homeowners that don't easily access technology
 - ii. Board will strategically look at adding content to newsletter that is relevant to Homeowners
 - iii. Board looking into ways to use digital media to send out newsletter in addition to paper newsletters
 - iv. Board looking into ways Homeowners can opt out of receiving a paper newsletter in place of receiving newsletter via digital media - possibly email blast with survey monkey
 - b. Lighting at Clubhouse is aging, guts are old and don't work with the lights that are available for purchase
 - . If we decide which lights to purchase before end of year, we can use 2020 capital improvement money
 - c. Looking to replace flood lights at park with new non-glassed based lights
 - . CMA got bid for approx \$120/light
 13. Amenity Lighting Action Items
 - a. Jennifer English looking into extra cost of tree lights for installation
 - b. Eddie researching different styles of lights for clubhouse
 - c. Jennifer re-bidding lighting projects as previous bids expired
 14. Next Regular Board Meeting
 - a. Wednesday, January 13, 2021
 - b. Wednesdays will continue to be the regularly scheduled Board meeting day for the time being

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