

# Pleasant View HOA

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## MEETING PLAN (Monthly Board Meeting)

<b>DATE</b>	August 19, 2013
<b>TIME</b>	6:00 PM
<b>LOCATION</b>	Glen Garra
<b>AUTHOR</b>	Bill McGlynn

<b>PLANNED ATTENDEES:</b>	Ruth Hexter Jim Kelly Donna Dietz (excused) Sam Allen Marcus Jackson Bill McGlynn Farrah Koch (absent) Mike Tuinstra Steve Schmidt
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<b>OBJECTIVE</b>
Monthly Pleasant View HOA Functional Board Meeting

<b>DISCUSSION PLAN</b>
1. Call To Order 2. Reports/Presentations A. Treasurer's Report (Ruth Hexter) B. Grounds Committee (Billy McGlynn) C. Finance Committee D. Neighborhood Watch E. Communications Committee (Billy McGlynn) F. Public Comment Period 3. Consent Agenda A. Minutes 4. New Business 5. Old Business

### Discussion Notes:

- Confirmation of Quorum for meeting, 6:05 p.m.
  - Steve calls quorum

#### Treasurer's Report (Ruth)

- Discussion of Balances, Receivables, and Liabilities
  - All specifics can be obtained by contacting the Treasurer (Ruth Hexter)
  - Motion to Accept by Bill... Second by Sam... General Vote, Ayes have it
- Members have asked to pay dues by credit card
  - Will cost HOA 20 dollars a month plus a swipe rate...
  - Key rate is 2.52%
  - Batch fee of .29

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- Annual fee of 25 to 100 dollars a year
- Ruth will look into other options
  - Would this help cash flow... what are our liabilities?

## -Grounds Report (Bill)

- Swing sets have been ordered and half of the units have been received
  - Will receive others by August 29
  - Will wait to install until next year because of time constraints
- Note on savings incurred because of different ground contract should be mentioned in the newsletter
- Snow Removal RFP
  - 1 inch on HOA grounds
  - 1.5 inches on all sidewalks
  - 4 inches on alleyways
  - Ice melt on Mailbox clusters
  - "See second August 19 listed under meeting minutes to view entire RFP"
- Bill motions to fertilize common areas this fall... Second by Sam... General... ayes have it

## - Finance Committee (Jim)

- **FINANCE COMMITTEE MEETING – JULY 2013**
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- **Finance Committee Members**
- Sam Allen
- (Open)\*
- Monica Sells
- John Rettenmayer
- Ruth Hexter, HOA Treasurer
- **Jim Kelly**, Committee Chair
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- \*Invitation Pending for Matthew Sonnichsen to fill open position
- Collections attorney w/ Morales Law Office
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- **Review Accounting Procedures**
- Payments, statements, and accounts receivable all matched and reconciled
- In short, everything checked out and seems to be in good order
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- **Review Budget**
- Look at changes made during adoption of final budget
- Impact of Lawn Contract
- Comparison of Lawn care costs...savings...transition services
- Balances, Receivables and Liabilities
- Compare Revenue and Expenditures vs. Budget
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- **Areas of Concern:**
- ▪ Election (2 elections vs. budget for 1 – majority of costs being assigned to newsletter not to election)
- **Recommendation: Printing ballots and 50% of postage to be charged to Elections**
- ▪ Maintenance: Sprinklers
- ▪ Pro Fees – Accounting

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- More hours being charged due to activities related to Covenant Compliance
- **Recommendation: Board needs to be aware of impact generated by Committees**
- ▪ Technology – Internet
- Ruth is personally paying internet fees for PV HOA
- **Recommendation: HOA reimburse Ruth 50% of \$60 (\$59.90) fee/month**
- **Retroactive to January 2013 = 12 months x \$30 = \$360**
- **Current month August 2013 = 5 months x \$30 = \$150**
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- **Reserve Account**
- Actual versus Approved
- Transaction to show transfer to/from General Fund/Reserve
- **Reserve Account is on-track for period**
- Proposed:
- **Policy on Collections**
- Situation:
- Homeowner Fees not paid when due
- Many accounts are 90 days delinquent (paid when new Qtr. comes due)
- First Notice - 120 days (90 + 30)
- Second Notice - 150 days (90 + 60)
- Third Notice – 180 days (90 + 90)
- 12 months goes to collection
- Finance committee to draft policy for Board consideration (See attached documents)
- Preliminary Draft prepared and discussed by Committee
- Board input on Preliminary Draft
- Second Draft (if needed)
- Review by Attorney
- Presented to Board for consideration
- 1<sup>st</sup> Reading/Changes
- 2<sup>nd</sup> Reading/Adoption
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- **Key Statements – Proposed Draft provides for:**
- **Proposed:**
- **Accounts Receivable – 2050**
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- “A courtesy statement will be sent to the billing address on record with the Association on a *quarterly* basis. However, it is the owner of record’s responsibility to pay each assessment in full each month regardless of whether a statement is received.”
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- “Regular assessments are due and payable on the first (1<sup>st</sup>) day of each assessment period and delinquent if not received, in full, by the Association within thirty (30) days after the due date thereof.”
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- “A two percent discount will be applied to all accounts which utilize electronic direct debit transfers (Automated Clearing House (ACH))”

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- Proposed:
- **Collection of Unpaid Association Dues and Receivables – 2055**
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- “Pleasant View Homeowner’s Association (PV HOA) Board of Directors hereby provide for collection of dues and special charges or assessments, fees, or other charges, and late payment penalties and other fines and other revenues from miscellaneous sources as specified by the Association.”
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- “Accounts not paid in full will be considered delinquent after the 30<sup>th</sup> day of each month (Delinquency Date); at which time such assessment shall, together with any interest thereon, become a continuing lien on the Lot which shall run thirty (30) days after such due date . . .”
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- “. . . not received within thirty (30) days after it is due, the homeowner will be required to pay the Association a late fee in an amount equal to ten percent (10%) of the delinquent balance or \$10.00 whichever is greater.”
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- “Delinquent assessments shall bear interest from the due date at the maximum annual percentage rate of fourteen percent (14%).”
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- “The Association may recover all reasonable costs incurred in collecting any delinquent assessment, including reasonable attorney’s fees.
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- Costs incurred in collecting the delinquent assessment(s) shall be outlined as follows:

• Late charges	\$
• Interest at 14% per annum	\$
• Costs of collections	\$
• Attorney fees	\$ _____
• Total Collection Fees	
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- The Association shall charge a “returned check charge” of twenty-five dollars (\$25.00) for all checks returned as “non-negotiable”, “insufficient funds” or any other reason.”
- Proposed:
- **Notice of Delinquency**
- ○ 1st Notice issued 30 days after default + late fees, attorney fees, and/or other authorized charges.
- ○ 2nd Notice issued 60 days after default + late fees, attorney fees, and/or other authorized charges.
- ○ 3rd Notice issued 90 days after default and lien recorded with Missoula County Clerk & Recorder and homeowner shall lose all rights and privileges of a member in good standing.
- Will look into whether this is something we want to do
- **Budget Schedule:**
- Submit budget proposals w/ estimated costs **NLT October 21, 2013**
- Preliminary Budget presented to Board **November 18, 2013**

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- Preliminary Budget presented at General Meeting
- Adopt General Fund Budget **December 16, 2013**

## - *Neighborhood Watch (Donna)*

- Nothing new to report

## - *Communications Committee (Bill)*

- Website being updated

## - *Covenants Committee (Sam)*

- Attorney has been working with property with junk on it for a year... photos of...
- Is the property compliant... yes
- Second property with junk on it... attorney will send out letter
- Trailer...second offence... attorney will now be involved
- Trampolines on Common Areas... Liability question will be directed to attorney
- Junk on porch of home has been removed

## - *Consent Agenda*

- Minutes from November are still with Steve
- Sam motions to accept, Second by Marcus, General... Ayes have it

## - *Public Comment Period*

- Willow tree hanging into alley
- Obstructed alleyways need to be addressed
- Marcus will be excused until February
- Mike Riatsburg... New PV member... Marcus nominates to fill board vacancy... second by Bill... General... ayes have it

## - *New Business*

- HOA Office at Baileys?
- Horseshoe pit would be nice

## *Old Business*

- Why did we change our lawn contractor?
  - Contract came up; old contractor did not bid on RFP
- Many people in the association do not realized the cost/savings analysis we have done in order to hire a new contractor... much time and effort has been involved

Motion to adjourn Sam, 7:30 p.m.