

Pleasant View HOA

MEETING PLAN (Monthly Board Meeting)

DATE	November 18, 2013
TIME	6:00 PM
LOCATION	Glen Garra
AUTHOR	Bill McGlynn

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

DISCUSSION PLAN
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

Treasures Report (Ruth)

- Discussion of Balances, Receivables, and Liabilities
 - All specifics can be obtained by contacting the Treasurer (Ruth Hexter)
 - Donna motions to accept report... Bill seconds... General vote... ayes have it

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-Grounds Report (Bill)

- Contracts have been signed with Nature's Best Inc. for Snow and Lawn Care services
- 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"

- Finance Committee (Jim)

- Preliminary Budget has been presented... contact Ruth if copy is wanted
- Fund for Glengarra Place has been increased
- Budget will be ready for acceptance in December

- Neighborhood Watch (Donna)

- Low incidents
- Three this month
- Loud parties sometimes a problem
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- Communications Committee (Bill)

- Website being updated as usual... see for important info

- Covenants Committee (Sam)

- Nothing to report

- Consent Agenda

- Minutes from November 12' and October 13' are still with Steve

- Public Comment Period

- None

- New Business

- Square Credit card machine
 - There is a 3.5% fee plus 15 cents... \$2.25 per \$60
 - No Monthly fee
 - Service fee would be paid by card holder
 - Online portal....? Ruth will check
- Check scanner for Ruth is recommended
 - Ruth will see if compatible with Mac

Old Business

- First reading of Collection Practices 2050 and 2060 (see below)
- Will be sent to attorney for review
- Able Tree service offering discount if enough people sign up for tree treatment

Motion to adjourn Sam, 7:45p.m.

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Policy 2050 Summary

Allows for collection of:
Annual assessments,
Late charges,
Interest and other fees.

Provides for quarterly statement

Provides for:
Single annual payment
Quarterly payments
Monthly installments

Establishes
Due date – 1st day of each assessment period
Delinquency date – 30 days after due date

No penalty for prepayment

Allows for monthly, quarterly and annual electronic payments (ACH)

BUSINESS MANAGEMENT

Accounts Receivable

Prompt payment of Assessments by all owners is critical to the financial health of the Pleasant View Homeowner's Association (PV HOA) and to the enhancement of the property values of our homes. Your Board of Directors takes very seriously its obligation under the Declaration of Covenants, Conditions and Restrictions (CC&Rs) to enforce the members' obligation to pay assessments.

The Association may 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.

A courtesy statement will be sent quarterly to the billing address on record with the Association. However, it is the owner of record's responsibility to pay each assessment in full regardless of whether a statement is received.

Annual assessments are payable in a single annual payment; quarterly installments or a monthly installment plan.

Regular assessments are due and payable on the first (1st) day of each assessment period and delinquent if not received in full by the Association within thirty (30) days after the due date thereof.

There is no penalty for prepayment of assessments or for establishing monthly electronic payments (ACH).

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Policy 2060 Summary

Outlines cost for delinquency:

Late fees to be assessed on the 30th day of each month until the account is current

Late Fee of \$10 or 10% of balance (whichever is greater)

Delinquent assessments shall bear interest at annual percentage rate of 14%

Other reasonable costs,

Collection fees

Attorney fees

Returned check fees

How payments will be applied – oldest assessment first

Notice of Delinquency

1st Notice - 30 days after due date

Late charges	\$
Interest at 14% per annum	\$
Costs of collections	\$
Attorney fees	\$ _____
Total Collection Fees	

2nd Notice - 60 days after due date

Certified mail with return receipt
Includes a copy of the collection and lien enforcement procedures,

Late charges	\$
Interest at 14% per annum	\$
Costs of collections	\$
Attorney fees	\$ _____
Total Collection Fees	

3rd Notice - 90 days after due date

Certified mail with return receipt
Copy of lien

Outline consequences if not paid in full within 7 days
Lien recorded with County Clerk & Recorder
Lien sent to owner by certified mail

Outline consequences if not paid in full within 30 days
Statement regarding referral to legal counsel & collection

Notice of Default recorded against property

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Loss of all rights and privileges

BUSINESS MANAGEMENT

Collection of Unpaid Association Dues and Receivables

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.

Regular assessments are due and payable on the first (1st) day of each assessment period. Accounts not paid in full will be considered delinquent thirty (30) days after the due date (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,

A late fee, as determined by the Board, may be charged for assessments not paid by the Delinquency Date. Such late fees shall continue to be assessed on the 30th day of each month until the account is current.

In the event an assessment is 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.

Delinquent assessments shall bear interest from the due date at the maximum annual percentage rate of fourteen percent (14%).

The Association may recover all reasonable costs incurred in collecting any delinquent assessment, including reasonable attorney’s fees.

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	

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.

All payments received by the Association, regardless of the amount paid, will be directed to the oldest assessment balances first, until such time as all assessment balances are

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paid, and then to late charges, interest and costs of collection unless otherwise specified by written agreement.

The Board of Directors reserves its rights, on behalf of the Association, to collect delinquent assessments by any remedy available at law.

Policy 2060
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Adoption:
Reviewed:

BUSINESS MANAGEMENT

Collection of Unpaid Association Dues and Receivables (Con't)

Pleasant View Homeowner's Association will give the membership a statement describing the association's policy and procedures for collecting unpaid association dues and other receivables. These policies and procedures must be distributed annually to all homeowners not less than 60 days before the end of the fiscal year.

Notice of Delinquency

First Notice: A late notice shall be sent to all Homeowners having an outstanding balance on their accounts which is at least 30 days past due. This notice will include the amount of the dues for the current period, late fees, attorney fees, and/or other charges authorized pursuant to the governing documents or Board Policies.

Second Notice: All accounts which have an outstanding balance 60 days after the Delinquency Date shall be given a written **Second Notice of Delinquency** by certified mail, return receipt requested. This notice shall include a copy of the collection and lien enforcement procedures, the amount of the dues for the current period, late fees, attorney fees, and/or other charges authorized pursuant to the governing documents or Board Policies.

Third Notice: All accounts which have an outstanding balance 90 days after the Delinquency Date shall be given a written **Third Notice of Delinquency** by certified mail, return receipt requested. This notice will state if full payment is not made to the Association within thirty (30) days from receipt of this notice the delinquent account shall be referred to (a) legal counsel and a collection agency, (b) a **Notice of Default** will be recorded against the property; and the homeowner shall lose all rights and privileges of a member in good standing until payment is made in full. A copy of a lien will be included with this notice.

In the event delinquent assessments, fees, costs, and charges are not paid in full within seven (7) days of the third notice days a lien will be recorded with the Missoula County Clerk & Recorder. After the lien is recorded the lien will be sent to the owner by certified mail.

Accounting Entries

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Subsequent to transfer to legal counsel or a collection agency the Treasurer will remove the amount from accounts receivable and debit the amount to Allowance for Bad Debt.

Delinquent assessments of 30 days or more shall be reported monthly to the Board of Directors. The Board of Directors must approve all write-offs of delinquent or uncollectible accounts.