

minutes

Riva Chase HOA Meeting		
July 19, 2018	6:00pm	22886 Solitude Lane
Meeting called by	Joe Maslowski	
Meeting Attendees (Board Members)		
Jessica Black Yvett Green Danny Lavergne Joe Maslowski Barbara Oakley		
Agenda Topic 1 – Administrative Matters		
We will take out the approval of Agendas going forward		
<ul style="list-style-type: none">➤ June 20th Board Meetings Minutes Approved with Revisions<ul style="list-style-type: none">○ Revise the titles of the board<ul style="list-style-type: none">▪ Danny will be VP▪ Jessica will be Secretary▪ Yvett will be Treasurer▪ Barbara will be VP○ Send minutes to Michael for posting		
<ul style="list-style-type: none">➤ June 6th Board Meeting Minutes Approved		
<ul style="list-style-type: none">➤ June 13th minutes are needed from Joy for approval (carry over to next meeting)		
Agenda Topic 2 – Old Business		
A.	Assignment of Administrator <ul style="list-style-type: none">➤ Joe would like to keep Michael as administer➤ Michael is okay to do so as long as it doesn't become a burden➤ Michael will train another member of the board, in the future, for the website administration➤ Establish a budget item for web maintenance (\$100 a month)<ul style="list-style-type: none">○ If maintenance is above and beyond \$100, then Michael will come to board for approval	
B.	Project to Install Boulders <ul style="list-style-type: none">➤ Charlene gave a report on land ownership for the boulders. In July, she met with JeffCo planning and zoning. The right of way supervisor did a right of way assessment. He suggested the FHMD look into vacating the land versus right of way of the land. There is a fee, but it would be the same as leasing. Charlene to ask what the fee is.➤ Alternative is to put down crushed rock in lieu of boulders➤ Charlene will ask how much it would cost to vacate the land and let Michael/FHMD know	

minutes

	<ul style="list-style-type: none">➤ We will put on the FHMD agenda for next month if we get the information <p>Road Striping</p> <ul style="list-style-type: none">➤ 2 bids - epoxy (\$8500) and painting (\$4500)<ul style="list-style-type: none">○ Eastwood, Willobe and Forest Hills Drive○ FHMD discussed at last night's meeting for paying<ul style="list-style-type: none">▪ Recommendation is FHMD will not contribute this year or next year because of repaving plans▪ This is not the same plan that was discussed a couple of years ago▪ FHMD would like to build a longer term plan for street repair and maintenance○ Ann will contact the past contractor that painted for \$850 and ask if he would do the same this year
C.	<p>Maintenance of Entrance Gardens</p> <ul style="list-style-type: none">➤ FHMD will take care of maintenance; HOA takes care of improvements➤ We received a bill of \$500 from FHMD from a past approval of pond #4 maintenance➤ We will not put any additional funds into this garden at this time➤ Recommendation that homeowners contribute a plant
D.	<p>Legal Fees for Covenant Review</p> <ul style="list-style-type: none">➤ Proposed Revision was sent to the Block Champions and the Board<ul style="list-style-type: none">○ Only one block champion responded○ Michael needs more import from Block Champions so we can make a more informed decision➤ Risk of legal fees and review – we update documents and then the homeowners don't vote to approve➤ Do we need to put this in front of the homeowners as a consolidated document or do we take the document as is (yellow where it's an amendment)➤ Restatement does not require a vote, amending does➤ Restated documents would include consolidating all the documents but no changes➤ Amendments would be separate and voted on separately – not all would necessarily be approved<ul style="list-style-type: none">○ Each amendment would require a legal review○ The only way we are going to address the issues is to revise the amendments➤ Recommendation was made to develop a Survey Monkey to gage interest in covenant rewrite and if they are willing to spend HOA funds to do so<ul style="list-style-type: none">○ Jessica will develop initial survey questions and circulate to the Board and Michael for distribution to block champions○ Address amendments

minutes

A.	Yvett presented the profits and losses: There are 5 remaining delinquent accounts. Yvett will be sending a certified letter for collection of payment.
B.	Clean-up Day ➤ Total spend was \$3,032
C.	House Sold ➤ 941 Sleepy Hollow sold
D.	QuickBooks ➤ Currently we rent the license from an accounting firm ➤ Why are we renting versus owning? Yvett to explore ownership
	Credit Card ➤ Yvett has recommended that we have a HOA credit card for reoccurring expenses ➤ Board agreed to credit card with a limit of \$5,000
Agenda Topic 4 – ACC Report	
A.	Rob Stratton provided the report ➤ 2 violations reported to the ACC Committee ○ Fence - this was approved by prior committee ○ Overgrown weeds (803) – residence got this cleaned up ➤ Committee is still working out kinks on email drafts and responses ○ Kash will respond to homeowner requests ➤ There should be a point person on the HOA that will handle complaints from the homeowners ○ Joe will be the point person ○ If the complaint is found in the ACC regs, then they will take care of this issue ➤ Julie Noonan is the point person to receive complaints that should go to the FHMD ➤ Joe will send a letter to the community describing the different boards and committees and who is responsible for what ○ It was suggested that the voice message for the FHMD refer to the website for more information and who to talk to ➤ It was recommended to develop a SharePoint site for all documents ○ Pam has volunteered to develop the site
B.	Past records ➤ Most records will be with Brenda and/or Joy ○ Joe will follow-up with Joy and Brenda on all past emails for historical record ○ FHMD has a company they use for digital documents. Barbara will provide name to the ACC committee. ○ FHMD owns the gatehouse and past records and house plans are stored there.

minutes

	<ul style="list-style-type: none">▪ Need to get an idea of how many paper need to be scanned.
Agenda Topic 5 – New Business	
A.	<p>We will continue with monthly board meeting until we get business under control</p> <ul style="list-style-type: none">➤ HOA meeting will be one week after the FMHD meeting➤ Meetings will be held the 4th Wednesday of each month at 6pm➤ Agenda will be posted in 3 places➤ Barbara will continue to create agenda
B.	<p>Insurance Policy</p> <ul style="list-style-type: none">➤ The Board needs to review the policy<ul style="list-style-type: none">○ Directors & Officers○ General Liability<ul style="list-style-type: none">▪ Liability between FMHD and HOA is vague➤ Joe requested the insurance information from Yvett (agent's name and phone #) and he will work with the agent in conjunction with someone from the FHMD to get us an insurance review and recommendation on Policy (a possible joint discount).➤ It would be ideal if the two Boards could come together to select a joint policy to that gaps are covered
C.	<p>Inventory of Guard House</p> <ul style="list-style-type: none">➤ Barbara will take inventory with help of ACC
D.	<p>Security Cameras</p> <ul style="list-style-type: none">➤ All gates that need cameras➤ Eastwood gates continue to get broken/violated➤ Joe will be getting bids on security cameras
E.	<p>FHMD Shredding of Wood for Fire Mitigation</p> <ul style="list-style-type: none">➤ FHMD shredded wood in homeowners backyards without notice➤ FHMD contractor scraped it and watered it➤ Issue has been resolved
	<p>Communication Strategies</p> <ul style="list-style-type: none">➤ RSS Feed<ul style="list-style-type: none">○ Michael will look into how expensive to develop an RSS feed➤ Facebook➤ Next Door

Riva Chase Homeowner's Association

PROFIT AND LOSS

January 1 - July 19, 2018

	TOTAL
Income	
HOA Dues	14,523.00
Other Types of Income	
Miscellaneous Revenue	110.00
Total Other Types of Income	110.00
Savings Interest	1.29
Total Income	\$14,634.29
GROSS PROFIT	\$14,634.29
Expenses	
Annual Meeting	888.80
Bank Service Charge	85.50
Christmas Party	1,599.37
Cleanup Day	3,032.78
Contract Services	
Accounting Fees	350.00
Total Contract Services	350.00
Landscaping & Improvement Materials Expense	130.41
Legal Fees	324.50
New Homeowner Gift Basket Expense	31.79
Office/General Administrative Expenses	384.25
Other Business Expenses	223.65
Post Office Box	82.00
Website	1,713.99
Total Expenses	\$8,847.04
NET OPERATING INCOME	\$5,787.25
NET INCOME	\$5,787.25

Riva Chase Homeowner's Association

BALANCE SHEET

As of July 19, 2018

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Bank of the West	28,470.62
Bank of the West Savings	26,082.80
U.S. Bank	0.00
Total Bank Accounts	\$54,553.42
Accounts Receivable	
Accounts Receivable	0.00
Total Accounts Receivable	\$0.00
Other Current Assets	
Undeposited Funds	0.00
Total Other Current Assets	\$0.00
Total Current Assets	\$54,553.42
TOTAL ASSETS	
\$54,553.42	
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
Builder Deposit	500.00
Total Other Current Liabilities	\$500.00
Total Current Liabilities	\$500.00
Total Liabilities	\$500.00
Equity	
Opening Bal Equity	0.00
Unrestricted Net Assets	48,266.17
Net Income	5,787.25
Total Equity	\$54,053.42
TOTAL LIABILITIES AND EQUITY	\$54,553.42