

## **Rustic Ridge Home Owners Association**

### **Meeting Minutes**

**April 9, 2019**

#### **Opening**

The regular meeting of the Rustic Ridge Home Owners Association was called to order at 7:03 on April 9, 2019 by Stephen DiGioia.

#### **Present**

Stephen DiGioia – President  
Ben Snyder – Vice President  
Vince Altrudo – Treasure  
Lisa Wunschel - Secretary  
Tom Banta – Board Member

#### **Approval of Previous Meeting Minutes**

- Motion to approve Minutes from March 5, 2019 meeting made by Stephen DiGioia and seconded by Ben Snyder.

#### **Topics**

##### **Finances**

- Financial Review
  - Total cost for the HOA to have a review of the financials for the past eight years was \$5,040.
  - Filing of the tax return for 2018 was a total of \$500.00. Stephen DiGioia signed the tax returned which was mailed the week of April 1<sup>st</sup>.
  - Financial reviews for the following year along with the filing of the tax return shall not exceed \$1,500.
- Annual Homeowner's Meeting
  - HOA board determined May 29, 2018 at 7 pm located in the Plum Boro Municipal building. Stephen DiGioia to call and reserve the room.
  - Agenda will be completed by Stephen DiGioia and reviewed by the board prior to the meeting.
    - Include possibility of e-payments, by-law updates/changes
    - Include Dues schedule for upcoming years. 2019 dues will be mailed/delivered on June 1<sup>st</sup>, 2019, homeowners will have 30 days from the receipt of the letter to make payment. 2020 dues will be mailed/delivered on February 1,

2020, homeowners will have 30 days from receipt of the letter to make payment.

- Letter to all homeowners announcing the annual meeting will be hand delivered. The letter will also include the agenda for the meeting.
  - Include the total amount of dues still outstanding
  - A reminder to all homeowners, if items need to be voted on, you must be in good standings with your HOA fees or you are not permitted to vote.
- PNC Account
  - New PNC Account was opened. A letter for all three board members was created by Stephen DiGioia and signed by Stephen DiGioia, Ben Snyder and Vince Altrudo. Stephen DiGioia to mail letter back to PNC this week.
- S&T Account
  - The S&T bank account will be closed once all existing checks are cleared. This should be completed within 2 weeks. There are four checks from the previous years that are still outstanding. One of those checks is for Marty Greenberg who paid the electricity bill for the park pavilion. Once S&T bank account is closed, Marty Greenberg will be reissued a check for \$327.85 through the PNC account.
- 2019 Proposed Budget
  - The board has decided to use the financials for the past 5 years to create the 2019 budget. This budget will be presented at the Annual Homeowners meeting.
- Request for check to be dispersed to Stephen DiGioia in the amount of \$164.95. \$18.00 was for the downloads of all county documents pertaining to Rustic Ridge. \$14.95 was for the renewal of the rusticridgehoa domain. \$132.00 was for the yearly renewal of the rusticridgehoa website. Lisa Wunschel provided via email to Vince Altrudo the receipts for the rusticridge HOA invoices.

#### By-Laws:

- On hold
- Brad, by-laws attorney, suggested getting By-Laws revised (review instead of audit)
  - One item that needs to be changed is the wording of financial audit to become financial review.
- Add in the by-laws the ability to now pay on-line, possibility of going paperless, boro guidelines on appearance of home, late fees.

#### Delinquent Dues:

- Second chance letter
  - Letter to be completed by Stephen DiGioia. Board agreed this letter needs to be mailed.
  - Due date for outstanding dues has been extended to May 28, 2019. Once this date passes we will follow the late fee schedule from the previous documents provided to the homeowners. This will be \$15/year for every year outstanding.
- Currently, 60 homeowners are still are outstanding
  - 13 homeowners are on a payment plan
  - 47 homeowners either partially paid or have not been in contact with the board
  - Outstanding dues owed to HOA \$17,368.00
- Re late fees even valid (what if someone contests)
  - Decided by the board that current by-laws due allow late charges for any outstanding dues. We will stand with the current by-laws
  - Starting 2019 dues, discussion of increasing the overdue amount to \$20/month for each month over due not to exceed \$100.

#### Website:

- Upgrade to Business Basic which allows on-line payments
  - Lisa Wunschel to further review to verify there are no hidden fees
  - Lisa Wunschel will follow the website to determine if there are any specials. She will also contact Wix.
- Updated website to include new picture for spring.
- Updated website to include new amount of overdue HOA dues.
- Updated website to include bids for landscaping.
- Updated Facebook to include the request for landscaping bids along with spring picture.

#### Public Board Meetings:

- Will determine schedule prior to holding Annual Meeting.
- Pre-determined months May 2019 will be the Annual Meeting. August, November 2019 will close out 2019. 2020, March will be the annual meeting to ensure we have all dues received, June, September and December.

#### Miscellaneous Items/Topics

- Landscaping
  - Determination made to send out request for bids.
  - Lisa Wunschel to upload plan picture to Facebook and also on the website.
- Next Meeting
  - Next meeting date will be determined closer to agenda and landscaping bids being received.

**Adjournment**

Meeting was adjourned at 8:34 pm by Tom Banta, seconded by Stephen DiGioia

Minutes submitted by: Lisa Wunschel