

## **Rustic Ridge Home Owners Association**

Meeting Minutes  
December 11, 2018

### **Opening**

The regular meeting of the Rustic Ridge Home Owners Association was called to order at 6:58 pm on December 11, 2018 by Vince Altrudo.

### **Present**

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

### **Approval of Agenda**

The agenda was unanimously approved as distributed.

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

- Approval of November 27<sup>th</sup>, 2018 meeting minutes motioned for approval by Ben Snyder, Vince Altrudo seconded the motion.

### **Topics**

- Audit
  - Stephen DiGioia met with Richard Reynolds on December 10, 2018. Mr. Reynolds reviewed some of the records we provided to him. Mr. Reynolds opinion is not to go too far back for the audit as it will cost thousands of dollars per year. Mr. Reynolds explained three types of audits: a review, compilation (more in depth) and then a complete audit. Mr. Reynolds recommendation is that we go back to January of this year and look at the income statement, expense statements and cancelled checks. If there seems to be a concern, Mr. Reynolds then suggests looking at other years. The cost to review just 2018 will be around \$750. Stephen DiGioia also contacted Morris, Paris and Associates to speak with them about the audit. Both have left messages with each other. Will try to contact them. Again.
  - Income Tax – Mr. Reynolds suggested that we complete 2018 and continue to move forward. The last Income tax that was completed was in 2010. Mr. Reynolds recommends a CPA should complete the
  - Suggestion from Vince Altrudo: either call S&T to receive statements as far back as we can go or go through all the boxes received from the previous board to see if we are able to find bank statements, copies of checks, etc.

- QuickBooks
  - Vince Altrudo and Stephen DiGioia reviewed QuickBooks.
  - Cannot connect invoices with dues.
  - Will contact QuickBooks for assistance.
- Delinquent Dues Letter
  - Stephen made an edit to the letter.
  - If they have not paid their dues, they are not in good standing and their vote is not counted for. This information will be added to the letter.
  - Once letters have gone out and we have given **some time** for the overdues to be received, an Excel spreadsheet will be posted to the website of people who are in good standing and people who are not in good standing.
  - Board will need to make a decision on when to send out the 2019 dues. As of now, looking at March or April. For 2020, looking at January.
- Resale Certification Letter Process
  - Previous board member, David Soboslay, informed current board that it was requested that the Borough send us any **deed**-transfers for Rustic Ridge so records are up to date.
  - David Soboslay has offered to assist and send the board members a report on a monthly basis to update our records.
- Website
  - Issue with mobile version from phones. It is sending individuals to the old website. Ben Snyder to reach out to a friend of his to determine how we can either take it down or link to our current website.
  - Resources – this section of the website will be used for local businesses either in our neighborhood or around the area. Lisa Wunschel to add a statement on this page asking individuals to email the HOA so we can put up their personal business information.
- By-Laws
  - Stephen DiGioia spoke with an HOA attorney who typically will charge around \$400 per hour however, this individual is willing to provide a discount but we do not have the cost yet.
  - Attorney's suggestion is to keep what we have, just modify what we need.
- Emails:
  - Feral Cats – an email was received from a homeowner with concerns regarding feral cats. It was determined by all board members that this concern should be directed to the Plum Animal Control. Lisa Wunschel to email the homeowner.

#### **Follow-up of Miscellaneous Items/Topics**

- Sinkhole Remedy
  - Bid received by Joe Vigliotti bid for \$630. After reviewing the details of the work that needed to be done, it was motioned for approval by Lisa Wunschel and **d** seconded by Ben Snyder. Vince Altrudo to contact Mr. Vigliotti to schedule start date.

- Late Fees
  - Refine by-laws to include a flat fee for late fees.
  - A determination needs to be made on where we cap the late fees.
- Outstanding Invoices
  - Currently 3 invoices which are outstanding. All three invoices are for Marty and Robbin Greenberg.
    - Stephen DiGioia recommends them to be paid after speaking with Marty and Robbin about why these invoices are outstanding from over 2 years ago. Other 3 board members would like to see checks that have been previously written to themselves prior to approval of these invoices.
- 2019 Budget
  - Review of landscaping cost.
    - Do we donate adjacent lands to the homeowners and allow the walking paths to over grow?
    - Collect bids from landscapers on cost
- Motion to reimburse Ben Snyder for the cost of the labels and copies of the intro letter sent to the homeowners. Vince Altrudo seconded the motion. Cost is \$167.02.
- Quarterly meetings – determine dates to reserve room and place on website.
- Next tentative meeting scheduled for Thursday December 20<sup>th</sup> @ 7 pm at Stephen's house. This meeting will be to go through all documentation of the previous board members.

### **Adjournment**

Meeting was adjourned at 8:18 pm by Stephen DiGioia, second by Ben Snyder.

Minutes submitted by: Lisa Wunschel