

Rustic Ridge Home Owners Association

Meeting Minutes November 8, 2018

Opening

The regular meeting of the Rustic Ridge Home Owners Association was called to order at 6:31 pm on November 8, 2018 by Stephen DiGioia.

Present

Stephen DiGioia – President
Vince Altrudo – Treasurer
Lisa Wunschel – Secretary
Tom Banta - Board Member

Absent

Ben Snyder – Vice President

Approval of Agenda

The agenda was unanimously approved as distributed.

Approval of Minutes

The minutes of the previous meeting will be discussed and approved on the following meeting scheduled for Thursday, November 15, 2018 @ 7 pm.

Open Issues

- Income Statement Review
 - 25% of homeowners have not paid their dues. This data was collected from 2005 through the end of September 2018.
 - Total of dues not collected estimated to be around \$43,000. \$4,100 we are unable to collect as those individuals no longer live within Rustic Ridge.
 - Determine if Ross Hollow is part of the HOA.
 - Stephen DiGioia, Vince Altruda and Ben Snyder will accompany Robbin and Martin Greenberg and have access to the bank account. This is currently scheduled for Saturday, November 10th.
 - Lisa Wunschel will reach out to Michelle Grasinger to determine if Ross Hollow is part of the HOA. Due November 25, 2018.
- Letters to HOA
 - Introduction of new Board Members
 - Assigned to Ben Snyder. Scheduled for review by board November 15, 2018.
 - Board Members to hand deliver letter once completed. Date to be determined.
 - Over-Due Dues

- Change of letter assigned to Stephen DiGioia to include all board members names along with Tom Banta's address. Scheduled for review by board, November 15, 2018
 - Assigned to Tom Banta for receiving calls/emails/funds.
 - Suggestion made by board member, Lisa Wunschel, to wait until after the holidays before distributing this letter. Suggestion made to mail this letter, not hand deliver.
- Website
 - The current fee for the Rustic Ridge website is \$100.
 - Board to review options for free websites.
 - Need to communicate with neighbors in Rustic Ridge that this will be the main communication from the HOA Board Members. Possibly add this to intro letter.
 - Stephen DiGioia and Lisa Wunschel to meet on Friday, November 9, 2018 to update website.
 - Lisa Wunschel assigned for web development. This will not have an end date but a constant update of the website as needed.
- Email
 - Currently there are many emails that need to be reviewed and sorted.
 - Lisa Wunschel will distribute incoming mails to the individual on the board to handle. The tentative date for email clean up will be November 16, 018.
- Accounting Software
 - Current software used by board is Quicken 2005 version.
 - Data download will be provided to new board members by previous board.
 - Current Board determined best software for purchase is Quick Books There is a monthly fee for this service, but it is web-based, not computer based. This will be purchased was the books are turned over to the HOA.
 - Stephen DiGioia and Vince Altrudo assigned for accounting software purchase and download of previous data. Due date not based on the receival of download, access to bank account.
- Sink Hole
 - Sink hole is between houses 55 and 57 on Rustic Ridge Drive
 - Steve contacted Borough to discuss.
 - Borough stated this was fixed 10 years ago.
 - Borough will look at the sink hole and make a determination whether or not this is an HOA issue or a Borough issue.
 - Steve DiGioia to follow-up with the Borough. Due date November 15, 2018.
- Audit
 - Audit has not been completed since 2005.
 - Suggestions for 2 auditing companies: Morris, Paris and Associates and Bruce Holland. Suggestion made from board that we need to determine a 3rd option and ask for bids. Once that is completed, board will determine who to choose for audit.

- This will be assigned to all board members to review a 3rd option and make decision on who will perform the audit. There is no date set until we know when we will have access to the bank statements.
- Annual Meeting
 - Motion made by Stephen DiGioia to not hold a December meeting. Second by Lisa Wunschel, agreed by board members.
 - This motion was made based on the audit. Once the audit is completed, a meeting for all of Rustic Ridge will be determined and financial results will be presented.
 - Assignment/Due Date -- to be determined
- PO Box
 - Board suggest the removal of the PO Box and use home addresses of board members.
- By-Laws and Covenants
 - Discussion of changing both the by-laws and covenants. Discussed general appearance, grass cutting and parking on street.
 - All Board Members. Date to be determined.

New Business

- None at this time
- Agenda for Next Meeting
 - Items for Next Meeting
 - Approval of minutes of Special Meeting on October 29, 2018
 - Approval of minutes of Board Meeting on November 8, 2018
 - Financials, to include bank statements, HOA fees
 - Letters to the Rustic Ridge homeowners
 - Website
 - Outstanding Emails
 - Accounting Software
 - Sink Hole
 - Audit
 - PO Box
 - Budget
 - Resale Certs

Adjournment

Meeting was adjourned at 7:34 pm by Tom Banta, second by Vince Altrudo. The next general meeting will be at 7 pm on November 15th at Stephen DiGioia's home.

Minutes submitted by: Lisa Wunschel