

## **Rustic Ridge Home Owners Association**

Meeting Minutes  
February 17, 2019

### **Opening**

The regular meeting of the Rustic Ridge Home Owners Association was called to order at 6:00 pm on February 17, 2019 by Stephen DiGioia.

### **Present**

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

### **Absent**

Ben Snyder – Vice President  
Lisa Wunschel – Secretary

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

- Motion to approve Minutes from previous meeting made by Stephen and seconded by Tom.

### **Topics**

#### **Audit:**

- A draft financial report from the Auditor was distributed to the Board but only included 2011 through 2017 since December 2018 was not completed in Quick Books (2018 has subsequently been completed in Quick Books).
- The Board decided to wait for 2018 to be completed by the Auditor and then will schedule the HOA Annual Meeting so all can all years can be reviewed together.
- The Board also decided to have Auditor complete the Federal Tax return for 2018. The Initial cost will be \$500 to \$750 to set up template and should be about \$500 per year thereafter.

#### **By-Laws:**

- The Board decided to gather all known documents (current Bylaws with the five Amendments, Covenants and Resale Certificate) and post on website. Stephen will talk with Michelle Grasinger to determine where Realtors get information about our HOA for any new Homeowners. Amending the Bylaws will be looked at after talking with Homeowners at the Annual Meeting.

#### Delinquent Dues:

- Tom reviewed what HOA late dues he received to date and some issues some homeowners had. Several residents are on a payment plan. A deposit of over \$2500 was made this week.

#### Website:

- Stephen suggested some additions to the website to make the website more informational:
  - Post outstanding balance of late dues.
  - List the number of homeowner's delinquent in paying the annual dues.
  - Use the existing calendar to indicate the due date of the delinquent dues (45 days from Feb. 2nd).

#### Public Board Meetings:

- Will determine schedule prior to holding Annual Meeting.

#### Budget:

- Continue to work on budget for Annual Meeting.
- Discuss landscaping costs at Annual Meeting.

#### **Miscellaneous Items/Topics**

- Stephen suggested we determine flow of information when a homeowner moves in or out of plan so everyone on the Board knows and can update all files accordingly. Will discuss at next Board meeting when all are Directors potentially present.
- Stephen made a motion to reimburse Suanne DiGioia for expenses from mailing our Late Dues letters (purchased labels). Vince seconded the motion.
- Stephen talked with PNC this past week after realizing that the HOA is being charged \$3.00 per month by S&T for online banking. PNC has no charge for this service and provides better services, so a motion was made by Stephen to move the HOA account from S&T to PNC. Tom seconded the motion and Vince also was in full agreement. We have an appointment to open this PNC account on Saturday, Feb. 23<sup>rd</sup>. The S&T account will be closed shortly thereafter.
- The Rustic Ridge domain name is due for renewal (\$15) as well as the website (\$99 per year). Stephen added his credit card information to the website to pay these fees since the only way to pay is by credit card.
- During the reconciling of calendar year 2018 in Quick Books, it was discovered that there was a check returned for insufficient funds and the HOA was charged a fee of \$15. Stephen requested a copy of the

September S&T monthly statement since we do not have this statement. S&T will email him the statement, so we can determine who this homeowner is, so the \$15 fee can be added to this homeowner's HOA annual dues fee.

- Late fees were discussed since it seems there is not an official document that describes late fees. A document does exist but is not known if it is officially part of the by-laws. All the By-laws and related documents that we have will be discussed at the next Board meeting.
- Some homeowners have indicated that they would like to bring back the Easter Egg Hunt (seen on the Rustic Ridge Facebook page). The Board agreed that support could be provided for this event. The board will get in contact with these homeowners to work out a plan.
- The next Board meeting is scheduled at 7pm on Tuesday, March 5, 2019.

### **Adjournment**

Meeting was adjourned at 7:40 pm by, Stephen DiGioia seconded by Tom Banta

Minutes submitted by: Stephen DiGioia