

# **Rustic Ridge Home Owners Association**

## **Meeting Minutes November 27, 2018**

### **Opening**

The regular meeting of the Rustic Ridge Home Owners Association was called to order at 7:02 pm on November 27, 2018 by Stephen DiGioia.

### **Present**

Stephen DiGioia – President

Ben Snyder – Vice President

Vince Altrudo – Treasurer

Lisa Wunschel – Secretary

Tom Banta – Board Member

Greg Magnus – United States Liability Insurance Company

### **Approval of Agenda**

The agenda was unanimously approved as distributed.

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

- Special Meeting minutes motioned for approval by Ben Snyder, seconded by Lisa Wunschel.
- November 8, 2018 Board meeting minutes motioned for approval by Ben Snyder, seconded by Lisa Wunschel.
- November 20, 2018 Board meeting minutes motioned for approval by Ben Snyder, seconded by Lisa Wunschel.

### **Topics**

- Introduction letter
  - Changes were completed as discussed in the 11/20/18 meeting
  - One additional change recommended by Stephen DiGioia
  - Ben Snyder to make copies and envelopes for hand deliver to all residents (227 copies).
  - After distribution, letter will be uploaded to the website
- Insurance – Guest - Greg Magnus.
  - 2 types of insurance, general liability and directors insurance
    - General Liability will provide insurance on the fields, trails, signs, pavilion. This section of the insurance protects the homeowners of responsibilities of injury where the HOA is negligent.

- Directors Insurance provides insurance to the Board of Directors. For example, decision made by the board, financial obligation decisions, etc. Current board names have been added to the policy.
  - Insurance Policy also provides attorney fees.
  - Greg Magnus provided personal, work and email address to Board of Directors.
- Audit
  - Calls were made to 3 different CPA's to discuss the audit to be completed. (Morris, Parrish and Associates, Bruce Hall and Richard Reynolds).
  - Discussion will be held with Richard Reynolds, CPA in Penn Hills on December 10<sup>th</sup> @ 3 pm. At that time, he will review the records which we have and determine a cost associated.
  - During the conversations, it was discovered that the HOA should have been submitting/filing a 1120-H for tax returns. During the review with Mr. Reynolds, the board will be discussing these forms with him. Evidently these forms have never been submitted since the beginning of the HOA (2005).
- QuickBooks
  - System will work to capture dues, costs
  - Concern identified. If homeowner is late on dues and pays in one lump sum, previous board added it to the oldest debt in the file. Board will keep separate Excel spreadsheet until this can be rectified.
- Homeowners Past Dues
  - Letter has been completed and will be mailed to each resident who owes back dues after the 1<sup>st</sup> of the year
- Resale Certification Letter
  - Blank letter has been added to the Board Documents tab on the website.
  - Tom Banta will provide resale certificates
- Website
  - Continual changes are made as needed
  - Determine how to create folders for the board documents
- By-Laws
  - Identified two individuals to contact to receive an estimate on revamping the by-laws.
  - Section will be added pertaining to:
    - Late Fees
    - Maintenance of property

## **Follow-Up**

- Sink hole
  - Steve has been in contact with the Borough. The borough has claimed they are not responsible and is on HOA property.
  - Vince to gather estimates as this will need to be fixed and taken out of the HOA money.
- Late Fees
  - A document was discovered in the files given to the current board which discussed late fees and links back to the by-laws. Further review will be done on these documents
- Outstanding Invoices
  - Several outstanding invoices were discussed which payments were requested.
  - The current board reviewed the outstanding invoices and due to the time lapse, will ask the individuals for more information in order to obtain payment. If information is not provided, board has declined on making the payment.
- Budget:
  - Currently working on a budget for the new year.
    - Liability Insurance \$3,000
    - Duquesne Light - \$200
    - Office Supplies/Postage - \$1,000
    - Landscaping – \$10,000
    - PO Box - \$80.00
- Meetings
  - The Board will add a calendar to the website with dates of quarterly meetings for all homeowners to attend
  - We ask the homeowners to send email with who will attend, if there is a good amount, the board will setup a location for the meetings
- Next meeting scheduled for December 11<sup>th</sup> @ 7 pm at Steve's house.

## **Adjournment**

Meeting was adjourned at 8:43 pm by Ben Snyder, second by Lisa Wunschel

Minutes submitted by: Lisa Wunschel