

Rustic Ridge Home Owners Association

Meeting Minutes
November 20, 2018

Opening

The regular meeting of the Rustic Ridge Home Owners Association was called to order at 7:03pm on November 20, 2018 by Stephen DiGioia.

Present

Stephen DiGioia – President
Ben Snyder – Vice President
Vince Altrudo – Treasurer
Lisa Wunschel – Secretary

Absent

Tom Banta - Board Member

Approval of Agenda

Agenda was not provided but items were discussed.

Approval of Minutes

The minutes of the previous meeting will be discussed and approved on the following meeting.

Topics

- Introduction letter to residents
 - Changes to be made by Ben Snyder.
 - Meeting to be held next week to finalize the letter and have it distributed by the middle of December.
- Quick Books
 - Purchase was made by Stephen DiGioia. Purchase price was \$343 (with tax). Every year after, the price will be \$375.
 - Stephen and Vince have full access to the system. All other board members will have read only access. This software was purchased as a cloud based software so if a board member leaves, the software is transferable.
 - Received memory stick of data from previous board. Download of data to be completed and used as a reference guide only.
 - Determination was made by the board to use a cash accounting system vs. the accrual system which was used by the previous board.

- We can invoice through this system, however, if individuals pay through the system, there is a cost of \$2.43 per transaction which would be paid by the homeowner.
- Audit
 - Stephen DiGioia has contacted three possible auditors, Morris, Parrish and Associates, Bruce Hall and Richard Reynolds. Left messages for all three. Will contact them after the holiday again to gain bids from each.
- HOA Delinquent Fees
 - Letter to be finalized at the next board meeting
 - Letter to be mailed to residents after the first of the year. Asking residents to pay within 30 days or decide to pay over time.
 - For older delinquent dues, there will not be a late fee charged.
 - Excel spreadsheet to be maintained of all fees being received.
 - Individuals who have not paid their dues, this information will be provided on the website.
- HOA 2019 Dues
 - Possibly change when the letter is to be sent for dues.
 - Late dues – will be looking into the possibility of adding a late fee charge for anyone who has not paid their dues going forward. This could be added to the new by-laws.
 - All previous records from the board have been received
- HOA Current Dues
 - Some homeowners have been sending their dues into the PO Box. Vince to deposit those checks this week.
- Recert Sale Certificates
 - Received several recert sales and past dues have been received.
 - Vince to deposit these checks this week
 - Tom Banta will be responsible for handling all of the recert sale certificates.
- Payment of Current Bills
 - Check 384 made payable to Duquesne Light in the amount of \$16.54. Check was signed by Vince Altrudo and Ben Snyder.
 - Check 385 made payable to Stephen DiGioia in the amount of \$343.47. This was a reimbursement of the Quick Books software. Check was signed by Vince Altrudo and Ben Snyder.

- Website
 - Website has been re-developed and residents will be informed by both the welcome letter and through Facebook to review the website for new information.
 - Add additional information pertaining to committees. First, a Welcome Committee has been created, Social Committee would like to be created and any other suggestions from the home owners are welcomed. Also ask for volunteers for any committees.
 - All board minutes will be posted to the website once approved by the board.
 - Quarterly financials completed by Vince Altrudo will be given to upload onto the website.
 - Lisa is assigned to work on the website.
- Liability Insurance
 - Vince to work with current insurance company to review current policy. Current insurance company is Munroe.
 - Possibility of looking at other insurance companies to compare pricing
- Email
 - Lisa will send out emails to those who need to review them.
 - There are folders created within the email which Lisa will move emails to those folders for those assigned. Please look in the folders to review.
 - Lisa to remove older recerts from the email.
- Pavilion
 - Fixing of the electrical box to be completed by Stephen DiGioia.
 - Locking the box will be completed.
 - Security lights will be placed on the pavilion (both front and back sides). These lights will be sensor lights.
 - Outlets will stay active for all residents' use.
- Solicitation Sign
 - Review the possibility of adding a no solicitation sign to entrance of plan.
 - What does this do for children solicitation for sports?
- Current By-Laws
 - By-laws are outdated
 - We received 2 attorney names to assist in re-creating the by-laws. Will reach out to them to receive a cost and time frame of when they can be done.
 - Once by-laws are created, a meeting with home owners will occur for approval of new by-laws.
 - Add statement of general appearance of homes maybe added to the by-laws.

- **Old Files**

- Reviewed some of the old files/check books that were provided by previous board members.
- Will submit all this documentation to the auditor, once chosen.
- These files are currently located at Stephen DiGioia's residence.

New Business

- Items for further review:
 - Approval of minutes of Special Meeting on October 29, 2018
 - Approval of minutes of Board Meeting on November 8, 2018
 - Approval of minutes of Board Meeting on November 20, 2018
 - Approval of Introduction letter to homeowners
 - Review of overdue letter to homeowners
 - Quickbooks download completed, training completed
 - Update of website
 - Review any outstanding emails that need addressed
 - Audit
 - Sink Hole
 - Budget
 - Payment of any outstanding invoices
 - Homeowners dues received
 - Liability Insurance
 - Pavilion
 - Current By-Laws

Adjournment

Meeting was adjourned at 8:32 pm by Stephen DiGioia, second by Lisa Wunschel.

Minutes submitted by: Lisa Wunschel