

PHOA BOARD MEETING Minutes, September 11, 2023

Attendees – Board members Carl, Christine, Judy, Julie, Kris, and Stephen. Laura represented the ACC.

The meeting was called to order at 7:06 PM.

As the first order of business, the fall clean-up and food drive were added to the meeting agenda. The Board also approved the minutes of the August meeting (with minor clarifications).

At this point, the Board adjourned to Executive Session at 7:07 pm and reconvened the Board meeting at 7:27 pm.

COMMITTEE REPORTS

It was noted that Committee reports had been sent out in advance.

ACC – Laura reported on the potential need for a letter from HOA counsel to a homeowner who has disregarded prior written hand delivered and certified correspondence. Following discussion, it was unanimously:

Voted: To authorize the expenditure of up to \$1,000 for attorney's fees at the attorney's standard rate in conjunction with the preparation of a demand letter.

Laura also reported that the ACC will be sending a letter to another resident regarding their fence. Discussion ensued about the difference between wild grasses and weeds and the need to involve the ACC if there are complaints from neighbors. It was also noted that the welcome letter is outstanding.

Finance – Kris reported that he finalized the transition of bookkeeping responsibilities from Judy McBride to himself earlier that day. He reported that the financial statements reflected the opening of the four previously approved accounts with PNC, and commented on the closing of the Adams Bank accounts on Wednesday and the transition of funds from Adams Bank to PNC immediately thereafter. He reported that several uncashed trash checks from 2022 will be voided; if those individuals come back, new checks will be issued from the respective PNC account. He noted that training on the merchant services functionality would be held on Wednesday and commented on the executed contract with authorized.net which utilizes Visa as its merchant services backbone. Kris commented on the lower per transaction costs, reduced monthly service fee and the waiver of set-up fees resulting from the move to PNC, as well as the high level of engagement by PNC in the HOA relationship. He observed that he will explore the ability to make mobile deposits. Following discussion, the following actions were unanimously ratified:

Ratified: To open four accounts at PNC Bank (one checking and one savings for each of the trash and general operating accounts); to transition all funds from Adams Bank to PNC Bank and terminate the Adams Bank relationship; to authorize Christine Thomas and Kris Kaltenbacher to open accounts with PNC Bank; to authorize Christine, Julie, Kris and Stephen as signatories on the PNC Bank accounts; to authorize the commencement of mobile deposit services with PNC Bank if deemed appropriate by the Board; to authorize the investment of uninvested cash in PNC Bank deposit instruments at such times as deemed appropriate; and to take any actions in furtherance of the PNC Bank relationship consistent with the intent of this ratification.

With the change in the HOA fiscal year end to December, Kris will present a proposed 2024 budget at the November Board meeting. He also reported that the shift in insurance companies was complete, detailed the lower cost and described the changes in coverage. He will provide the new policy for the Board.

Membership and Trash – Julie described ‘growing pains’ resulting from the sale of GFL to Republic, including the more limited bill, and commented on the charge for the two dumpsters and extra charges when residents leave excess pick-up. She reminded Board members that the contract covers the trash bin (and recycle bin if applicable) and two extra garbage bags. Julie also indicated that she needed to follow up with the new accounting person at Republic about the billing. It was agreed that Kris would provide a list of HOA members not taking advantage of the attractively priced trash/recycle services so that this benefit can be communicated.

Social – Christine described the success of the food trucks in 2023, the high turnout and community building benefits, and also reported on one resident’s complaint about generator noise and traffic. There were at least 80 people at Movie in the Park, notwithstanding the weather, and shared with the Board the appreciation of the owner of Pops Popcorn.

The Board also discussed the timing of the crime prevention session and scheduling attempts. If it cannot be coordinated in the fall, it will be pushed to next spring.

Traffic and Safety – Carl reported on the status of road repaving in the City, and explained the index to measure the need for road repairs which ranges from 0 to 100 and the citywide average of 50. He commented on a repaving request for Germaine and Haverhill but indicated that he only submits such requests for residents on HOA streets.

Development – Becky commented on the proposed single story warehouse/office multi-building structure on Elkton and the addition to the assisted living complex.

Other Business

- **Annual Meeting** – Christine reported on the 30-40 attendees at the Annual Meeting and the topics covered during the meeting; noted the questions raised, such as covenant changes and the response about the non-involvement of the HOA Board; and the streamlining of the Newsletters. In that regard, the Board discussed whether a one-time per month Newsblast with rotating topics might be more helpful. Discussion continued about issuing a hard copy Newsletter that would solely focus on trash. It was also agreed that Newsblasts would be formatted as .pdfs and would be available on the website as well as by in-line email.
- **Free Mulch** – Christine reported that the promised mulch had not been delivered and described her follow-up actions.
- **Neighborhood Clean-up** – The annual Pinecliff clean-up will be held on Saturday, October 7 from 9 am – 12 noon. A NewsBlast will follow with details, including the starting location at Rusina Tech Center.
- **Care and Share Food Drive** – The drive will be held from Sunday, October 29 through Wednesday, November 15. Connections notices will be issued that will enumerate preferred foodstuffs.

There being no further business, following motion duly made and seconded, the meeting was adjourned at 8:35 pm.

Respectfully submitted,

Judith K. Benson
Duly elected Secretary