



PineRidge Homeowners Association

Planning Meeting December 2, 2015

Present: Arlene Armata, Barb Saenger, Sandy Haworth and Marilyn Kirby

The meeting was called to order at 3:10 PM at the home of Barb Saenger.

The minutes of October 13, 2015 planning meeting were approved as written.

Barb Saenger and Marilyn Kirby met with Kim McGuire on this date to update the PineRidge website.

Homeowner Gregg McQuardt had sent an email to the Board offering assistance in creating a new website as a link to the Master Association. The Board will explore this issue.

Loyd and Barb Saenger are setting up a successful process for quarterly ACH transfer of HOA payments to Key Bank. Authorization will be obtained from each homeowner who selects this payment option.

A discussion was held whether to refund prepaid dues from 10 homeowners for a total amount of \$2,014 or credit their account.

MOTION: Barb moved the Board refund all the prepaid amounts to each of the 10 homeowners and set up automatic payments to avoid this occurrence in the future. Marilyn Kirby seconded the motion. Three in favor, one opposed. Motion passed.

Marilyn and Barb went to Hallmark offices to pick up current year records. Nothing was boxed and they waited for Gail to pull everything she thought belonged to PineRidge HOA. Among them was a \$445 Nov statement for attorney that had never been presented to Board. Discussed with Gail that Board had not received billing for Hallmark services since August.

Discussed cash flow and December payables, to include possible attorney bill, Keesen Landscape Maintenance for 5 months that was in dispute, snowplow and Hallmark.

Barb Saenger to craft letter to all homeowners regarding HOA payment options.
Arlene Armata to draft letter to homeowner requesting placement of wagon in the open space.

The Board will proceed with as much electronic accounting as possible. Arlene Armata and Marilyn Kirby will approve payments via email. Most approvals will occur around the 20th of each month for all payments due that month. IREA and

transfer amounts from operating to reserves will be automatic without authorization.

The post office will be directed to forward all correspondence to Barb Saenger's address.

There was discussion about whether late fees should be charged monthly or quarterly. The collection policy states per month.

MOTION: Barb Saenger made a motion that the Board makes an amendment to clarify the collection policy where late fees are charged on a quarterly basis. Sandy Haworth seconded.

Marilyn Kirby will send email and/or correspondence to all homeowners to update contact information including name, address, email and phone number and emergency contact. This information will not be forwarded to any other entity. It will be the property of the PineRidge HOA.

As there was no other business, the meeting was adjourned at 4:00 PM.

***NOTE: These minutes were approved as written via email by those members present.**