BRIDLESPUR HOMEOWNERS’ ASSOCIATION BOARD of DIRECTORS MEETING

Meeting Minutes - Revised 12/22/23

Meeting Date: December 19, 2023

Start Time: 7:00 PM

Location: Mid-Continent Red Bridge Library

Call to Order: Jon Goodwin

Roll Call:

Jon Goodwin, Vice President [x] Present [ ] Absent

Joe Jackson, Secretary [ ] Present [x ] Absent

Mark Broeker, Acting Treasurer [x] Present [ ] Absent

Katie Mahoney, Director of Events/Social Media [x] Present [ ] Absent

John Rudis, Director of Neighborhood Upkeep [x] Present [ ] Absent

Ryan Born (New Elect) [x] Present [ ] Absent

Peter Noel (New Elect) [x] Present [ ] Absent

Approval of Last Meeting’s Minutes: Jon Goodwin Motion Minutes be accepted as presented. Motion 2nd by Katie, Motion carried.

Introductions of New Board Members: Jon introduced Ryan and Peter as new board members (terms expire 2026). Thanks for offering to join the board.

Officer Reports:

* President/Vice-President (Acting President)
  + Jon opened the discussion for officer positions. Officers for 2024 are as follows:
    - President - Jon Goodwin
    - VP - Katie Mahoney
    - Secretary - Joseph Jackson
    - Treasurer - Mark Broeker
    - Director of Neighborhood Upkeep - John Rudis
    - Events/Social Media - Katie Mahoney
    - Website - John Rudis
  + Agenda - Jon presented the agenda
* Vice-President - See above.
* Secretary - Not Present
* Treasurer:
  + Financial Report - Nothing has changed since our Annual Meeting. Copies of the financials were given to Ryan and Peter.
  + US Bank
    - We still have issues with signature cards on checking and CD’s. The CD that Micah opened (mistakenly opened under his name) has been moved to Bridlespur but he is still the authorized person on the account.
    - The CD that came due on 12/13 will renew 12/23 at the same rate (0.15%) unless we take action. Reportedly, Jon and Bob are current signatures. Not sure why Jon and i could not make the change names at our November mtg with Sparkel (Bank).
    - Jon and Mark are hoping to meet with the bank on or before Saturday, 12/23 to get these issues resolved.
    - Pending the outcome of our meeting with the bank this week, Mark made a motion that we move our accounts to another bank. First Federal would be our first choice.. Jon 2nd the motion. Motion carried.

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* + Accounting Software - We are live with Quickbooks. Mark is working on learning the mechanics and getting the profiles populated so we can use it for 2024 Invoices.
    - Expected Benefits
      * Invoicing will be direct from QB. Limitation is having an email for the member.
      * Automatic 2nd notices for past dues accounts.
      * Payments can be made direct from Invoice. Multi features are available, i.e. Paypal, ACH (direct pay to our account), and credit card (future option).Au
      * Will track payments. Reports are available to track past dues.
    - Multiple Users - the plan we have permits 5 users. It was agreed that Officers and one other be given access. Post Meeting Activity: Mark sent invites to Jon, Katie, Joe, and John.
    - Can import member data from CSV file. (See Member Profile below for action items.)
    - Paypal - Since QB can accept payments from Paypal, it was agreed to secure our own account (presently using Jon’s). John Rudis to get this set-up.
  + Past Dues - At the meeting Mark was unsure of how many accounts were past due. Post meeting and based on available documentation, he sent out a matrix that tracks unpaid accounts. Best guess there are 18 homes past due. 4 of those are historically late or have liens filed.
    - Waivers - For the 14 homes that historically pay, it was agreed that we would consider these as “bad debt” and take no further action. The 4 accounts (Thomas, Gormley, Lane, and Scott) that have or had lien issues will be invoiced for back dues.
  + Liens - After an extensive search of our files and County Records, there are 4 open liens (Thomas, Gormley, Runnells, and Wubbels). Runnells is for 2016 which has aged out.
    - 5-Yr Limitation - According to our Declarations, liens drop off after 5 years. Unless we take legal action (bring suit) in small claims, we lost any opportunity to collect past 2019. Kia Thomas got 5 years forgiven plus whatever we spent on attorney fees and recording fees.
    - Wubbels lien is open. He paid off his past due this past year. **Action: We need to issue a “Release”**
    - Runnels lien is for 2016 and has aged out. The lien is still in place with the County. **Action: Not sure if we should issue a release or let it ride?**
  + Member Profile (Directory Matrix)
    - An updated list is required for invoicing. Katie reports she has worked on the short list of 40 some homes that had discrepancies with names, etc. She will send me the link to the file. Let's see how this shakes out this invoice cycle.
    - I will update the matrix that John and I put together with Katie’s data to populate QBs.
  + Subcontractors/1099 Vendors
    - Mark recommended that contractors performing services for the HOA should carry GL/WC insurance. A COI should be on file for said contractors. Auto-Owners (insurance carrier) could request we produce a COI.
    - Invoices should be presented for payment.
  + Collections:
    - Mark made contact with Empire Credit and Collection. Dana Johnson re-sent paperwork to me for processing.

Motion: Jon motioned that we engage with Empire. John 2nd. Motion passed.

* + - Starting with this invoice cycle, accounts 60 days past due will be sent to collections.
    - 4-Yr Limit - Dana said we can only go back 4 years (2019). As noted above, I will add ‘23 dues on the 2024 invoice for the problem accounts. Gromley and Thomas are the only 2 accounts dating past ‘22.
    - A draft letter to our members was presented to the Board for review and comment. Topics covered include new invoice process, payment options, and collections. Delivery options (newsletter, email blast, and/or attachment to the invoice) were discussed.

Director Reports:

* Events: Katie reported that the judging for the Holiday Award is on the 23rd.
* Social Media:
* Neighborhood Upkeep:
  + Snow Removal - Still looking for a replacement. One suggestion was to reach out to neighboring HOA. Peter has the lead on this.
* Website - John gave a quick overview for the new members.
  + John is investigating the possibilities of using the Website for surveys and email blasts.

Old Business:

1. Paid Administrator/3rd Party: The need for help is still felt necessary. However, it is unclear about the role. John suggested we see how QB changes the workload. Katie took down possible functions this service can provide. Tabled until next year.
2. Directory Update - Status Unknown.

New Business:

1. Binders for Board Member - It was felt that google drive is replacing the need for binders. Mark still feels an altered version could be of value for transitioning of new board members. No plans to pursue.

1. Records Retention:
   1. Reference Mark’s email dated 11/11/23 for recommendations on retention periods. No formal discussion held on timeframes. Tabled to a future meeting.
   2. Old “Wanda” files. Mark and Jon have culled out most of the old files. What is left were specific to current issues and/or deemed essential documents.
   3. File Transfer:
      1. Mark passed on files to John related to Neighborhood Upkeep.
      2. Mark passed on files to Katie relating to Events.
      3. Mark still has files that relate to Secretarial functions/duties. (Need to transfer to Joe)
      4. John and Katie will discard old/outdated materials. They will retain what is relev -ant.
   4. File Storage - Couple of options:
      1. Files are maintained by the Director or Officer having jurisdictional control, i.e., financials (Treasurer), etc.
      2. Files go back to central location, i.e., President.

Pending Action - Further discussion at a future meeting.

1. Google Drive - Mark suggested that we review how we manage and keep Google Drive current. Katie commented that she is not sure what is not viewable to her. Here is a punch list of ideas:
   1. Assess - All Directors should have access to ALL folders and files. There shouldn’t be a real need to have security levels with our data.
   2. Folders - Should be topic specific. As currently set-up, there is cross over of files in multiple folders. Directory or Member lists should be in the “Member” folder. All information pertaining to members should reside in that folder.
   3. Archive - We need an “Archive” folder to hold old or outdated files. We might want to discuss how to handle revised or updated documents. Do we erase/delete or move to Archive?
   4. Tutorial - I think we could benefit from a short tutorial on how Google Drive can be used and managed for Association needs.

Action: Mark to contact Joe to set-up a workshop time. (post holidays).

1. Google Emails for Board Members - It was discussed and agreed that we set up emails for board members using Bridlespurs email. This would eliminate having to use our personal emails.. Peter said emails to the Bridlespur account could be forwarded to our personnel emails.

Action: John (post holidays).

1. Running Action List - At the outset of 2023, the Secretary started a “Running Action List”. Found this in the HOA folder. I recommended this be continued so we don't lose track of action or open items. The group agreed.

Action: Mark will do a file search and update the list. Maintenance of the list will be a Secretarial duty.

1. Inventory List - What are the Association assets? Who has control or possession?

Action: A formal list should be prepared and placed on Google Drive that tracks assets and who has charge or possession.

1. Annual Meeting Notices - A brief discussion was held on the poor turnout at the last Annual Meeting. One member suggested mailing out the notice. I suggested we place a notice in the Martin City Telegraph. Obviously immediate action or decision is not needed until a fall meeting.

Action: Pend this item for the September Board meeting. Added to Action List.

**Action Items**

| Action Items | Task | Owner(s) | Due Date | Notes/Status |
| --- | --- | --- | --- | --- |
| US Bank | Signature Cards | Mark/Jon | ASAP |  |
| Secretary of State | Current Filing | Joe | ASAP | Need for Banking issues |
| QB Users | Authorized Users | Mark | January 2024 |  |
| Paypal | Set-up HOA Account | John | ASAP |  |
| QB - Member List | Import profile data | Mark | Dec. 2023 |  |
| Empire Collections | Execute paperwork | Mark | 1st Qtr 2024 |  |
| Lien Release | Wubbels | ?? | 1st Qtr 2024 |  |
| Lien Release | Runnells | ?? | 1st Qtr 2024 |  |
| Member Profile Matrix | Update matrix for import to QB. | Mark/Katie | ASAP |  |
| Snow Removal | Replacement contractor | Peter | Before snow! |  |
| Administration | 3rd Party Help | Katie | March ‘24 |  |
| Directory Update | Publish directory | Joe | 1st Qtr ‘24 |  |
| Google Drive | Workshop/Admin | Joe/Mark | January Board Mtg. |  |
| Google Drive Emails | Emails for Board | John | 1/31/24 |  |
| Running Action List | Generate a running action list | Mark | January Board Mtg. | Secretary to maintain and update. |
| Inventory List | Generate an HOA asset list | Mark | 1st Qtr ‘24 |  |
| Annual Mtg. Notice | Review options for notices | Board | September Board Mtg. |  |
| File Retention | Formalize policy | Board | January Board Mtg. |  |

Next Meeting Date: January 16, 2024

Time: 7 PM

Location: Red Bridge Library

Motion to Adjourn: Jon Goodwin.

Meeting Adjourned at 8:45 PM