

# Minutes

Feb 28, 2015 Fairway Pines HOA Board Meeting

Meeting held at Red Olive Restaurant, Canton Center & Cherry Hill, 10 AM till 11 AM.

Present: Denis Brining, Treasurer; John Chen, PRRMA Rep; Larry Siedall, President; Hadyn Notestine, Secretary. Prashant Javkar, Architectural Review, absent due to personal business.

## Old Business

- Homeowners Meeting Minutes of Annual Meeting held Jan 21, 2015 - Approved
- Jan 31, 2015 Board Minutes - Approved
- Results of 2/3/15 PRRMA Meeting – Larry & John C.
  - Repair of Fairway Pines –Roads, Curbs, Sidewalks. PRRMA decided to source pavement work to Nagle without going through competitive quoting, based on Nagle's reputation and desire to get work done before Liberty Fest.
  - Signs and Posts Replacement - Proposal to accelerate the sign plan not to be done pending review of changing color of signs from gold on black to white on black for better night visibility, and durability of sign blade attachment to post.
  - PRRMA has approx. \$45,000 in road fund.
  - PRRMA to develop list of "Capital Improvement" needs to improve planning vs. current practice of waiting for something to break.
- Landscaping and Snowplowing – Larry
  - OK to pay January bill for snow plowing
  - Need more salt on exits to main roads, Larry to review with contractor
  - Nov 2-15- April 2016 Snow Plowing Contract
- Finances – Dennis
  - 2015 YTD Income is \$165,928; expenses of \$38,402; leaves a 2015 balance of \$127,525. Including the 2014 balance, the 2/27/15 total reserve is \$172,381.
  - Unpaid Dues:
    - Not paid 2015 dues: 32 homeowners
    - Additional owed from 2014, bad check, and in collection: 9 homeowners
    - Dennis sending reminder letters.
- Architectural Review : No report (Prashant not here 2/28/15)
- Mailboxes: Need specs to get bids to repairs and paint - Not done yet - Hadyn
- Web Site – Larry
  - Board approved deleting the "Info" section.
- E-Mail Address – Larry, John C.
  - Any email sent to web site goes to the Treasurer, who forwards as required.

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Written by Notestine 3.11.15, revised 3.16.15; approved by Board 2/21/15.

Printed 3/16/2015

- Sharing Documents – John C.
  - Discussion on various methods and computer methods. John C to review and present next meeting.

#### New Business

- Draft form for recording Board members inspection of mail boxes - Dennis
  - Mailbox inspection to be done when snow melts.
- Discuss Board Responsibilities in DRAFT “Contact Info” document distributed by Dennis
  - Dennis requested any updates be sent to him.
- Record Retention Policy or Practice
  - The Board has a collection of old documents. Board agreed to:
    - Shred any copies of homeowner's checks,
    - Keep for seven (7) years financial records, and
    - Taxes, liens, and collection agency records may be kept longer.

#### Future Items to Consider

- Digitize our records for access and storage
- Dredge the pond
- Change our lawyer
- Develop better enforcement of the C&R's
- Pay bills directly from the Chase bank account.
- Review our timetable for collecting dues

Next Meeting – ~~7:00 PM, Monday, March 16, 2015 at IHOP on Sheldon Rd.~~ (After the meeting, this date was changed to March 21.)