

Pawnee Hills Community Association
Board of Directors Meeting
October 8, 2009

Board members present: Tina O'Bryan, Pam Schultz, Mary Hill, and Liz Krupinski. The meeting was called to order at 7:06 pm.

Motion by Liz to add reading of last month's minutes to the agenda. April seconded it. All in favor. Aye. Motion was made and passed to approve the agenda.

Reading of the Minutes-Liz

Tina motioned to approve the minutes. Pam seconded. Motion passed.

Facility Coordinator Report-provided by Cynthia, reported by Tina

Contacted CINTAS for fire extinguisher and exit sign servicing I expect a call back with in 48 hours. They were due in September and they apologized for the oversight. We were on their schedule but they missed us until I followed up. They are looking for signs to post on the pump house and shed where we store chemicals. J.C. Electric hopes to have our updated billing and the estimates for the buried electrical repairs by next Thursday and will meet with me to discuss the additional fans for venting moisture in the basement. Locating landscape contractors for retaining wall. The initial companies were used to doing high end projects and were out of our price ranges. I have some people recommended for whom I have left messages but no calls back at this time. Swimming pool winterized today. Brian and I pumped the water down to save on costs. The owner who does most of the work is \$100/hr and his help is \$65/hr opposed to employees at \$10 and \$15/hr. Answering machine got unplugged and messages lost the week ending 10/3/09. Will continue to try to schedule the audit and the fire inspection.

Communications from Community Members:

None

Treasurer's Report-Sandy

The account balances are as follows: petty cash \$350, checking \$2,133.12, savings \$1,749.14, total operating \$4,232.26 and reserve account is \$26,308.79 The bank balance as of the end of September is \$30,541.05.

The list of checks written was read and discussed. Tina made a motion to approve all bills as read. Liz seconded the motion. Motion passed.

Pam asked why \$4,000 for payroll in September. Tina asked if she looked at the payroll sheets. Pam asked Tina to check the hours worked. Tina asked if taxes

were included in the payroll budget. Pam said the 09 budget was \$15,300 and we spent \$19,500 to date and that being over budget is a problem for her. Tina said we are having employees do more work than before and we cancelled some contract work, like Tru Green lawn service, fence repairs, and sanding of the sauna benches. Pam said that at this rate we'll be at \$30,000 at year's end.

Tina said she sent emails notifying the board of additional work that employees will do. Pam asked why its ok to authorize \$10,000-\$15,000 over the budget without coming to the board. Tina said her email notified the board and no one responded. Pam said some of the work was after the fact-after emails were sent. Tina asked Pam what she needed to do. Pam said this has been going on for months. Tina sent payroll information and Pam said it was not detailed.

Tina will email and ask for pre-approval of expenditures. Pam asked why payroll was this much more than two years ago and that it was unacceptable to spend that kind of money without coming to the board and that we don't know what kind of work was done. Tina said you've had every financial. Pam said we are down to \$4,000 in operating expenses. Tina said she'd be happy to have volunteers do the work or hire contractors. Liz said to ask employees to record their hours along with the work they are doing. April said we need to know what's getting done.

Tina said Cynthia will schedule and accompany Cintas on their walk-through and get any needed signs. She will work with JC Electric on venting the downstairs and she will get bids for the retaining wall. Tina will have Cynthia log her work and that will take time for her to log her work.

Tina read a list of routine duties. April said we need to budget around those duties and add in extra time for unexpected work.

Tina asked Cheryl about the \$54.60 credit to a homeowner. Cheryl said it was one month dues with interest and late fees. Tina said we need the breakdown.

A home owner paid his dues via Smart Street. Smart Street made a coding mistake and agreed to pull the fees out. Tina doesn't want us to be charged a Smart Street fee and will follow up on this. It appears the charge was backed out, but not the interest and late fees. Tina suggested publishing the legal fees in the newsletter.

Architectural Control Committee:

No report

Activities Committee:

Karlene has receipts from the garage sale-\$145 spent on the garage sale, had to buy signs and the newspaper ad. She has four signs back, but they are broken. Karlene picked up all the signs this year.

December 19th is the judging of the holiday contest. Four winners will be announced and each gets a \$25 gift card to Home Depot. One new homeowner each year judges the contest.

The first card party is Oct 23, but neither Tim nor Liz can attend. Robin and Karlene will coordinate. They will have light snacks like Chex mix and soft drinks. Karlene will put signs in the mailbox building.

The Activity Committee budget is \$650 for 09. Consider \$800 for 2010.

Would like board members to show up at the activities.

Liz reported that there hasn't been any progress on the trail markers yet. Liz recommended that the cost of 25 markers be presented to the board, but we are still waiting for that information. Liz made a follow up call to Diane Minion.

Liz reported that the sand in the arena has not been reduced.

Directory- No report from Tina.

Equestrian – No RC. No report.

Newsletter- Liz Krupinski

Remind the community to check their ledgers via the CMA link on the website to ensure their accounts are current, announce the upcoming budget meeting to approve the 2010 budget and inform the community that working budget meetings are scheduled.

Nominating – No report from Pam.

Website – No report.

There was brief discussion about reviewing the last Reserve Study, financials and the working draft of the 2010 budget for the upcoming budget meetings.

Tina said if dues were raised 5% it would equal an increase of \$2.37 per month going from \$47.49 to \$49.86. What about future expenses not done from the last reserve study-pool lining, coping stones, and rail. The roof also has damaged shingles. Tina will look for a free roof estimate and price the different quality of shingles.

The new Reserve Study will begin as soon as we pay 50% of the cost. The Reserve Policy Resolution will be voted on at the November meeting.

Tina made a motion to adjourn the meeting at 9:05 pm. April seconded. Motion passed.

Respectfully submitted,
Liz Krupinski