

**Pawnee Hills Community Association
Board of Directors Meeting
February 10, 2005**

Board of Directors Attendance: Pam Schultz, Walt Day, Steve Richardson and John MacArthur

Minutes: correct conversion to conversation; replace fees for dues; pg 3 a call to Chuck.

Summary of Motions:

1. To amend the Agenda to move the election of officers to after the minutes.
2. To Approve the Agenda as amended, seconded, passed.
3. Steve Richardson to act as interim president until the next meeting, seconded, passed.
4. To move the election of permanent officers to the next meeting. Seconded, passed.
5. To charge back all incurred expenses from lien processing to the home owner, seconded, passed.
6. To allow the exiting President to sign checks until cards can be updated at the bank, seconded, passed.
7. To allow Pam to coordinate repair of the bridge, seconded, passed.
8. To draft a letter to the homeowner's whose property line is crossed by the driveway on to the Barn/Arena lot.
9. Upon John's arrival at the meeting, and Steve Richardson resignation from the interim presidency, To elect John MacArthur president of the board, seconded, passed.
10. To authorize the Board to spend up to \$2,000 for the Reserve Review to be taken out of the Reserve Account line item found on the 2005 PCHA Budget. Seconded, passed.
11. That the election of the Vice President be held until the March meeting, as Tina may have decided to withdraw her name. Seconded, passed.

Call to Order 7:09 p.m.

Agenda: Motion to move the election of officers to after the minutes; seconded, passed.

Minutes: Motion to approve the minutes as corrected above, seconded, passed.

Election of Officers:

- Steve nominated, seconded passed as interim Pres;
- Motion to move the election of permanent officers to next meeting, seconded, passed

Open Forum:

- Kevin Burdzinski gave key to John Day.
- Kevin Burdzinski signed the liens.
- Kevin Burdzinski passed his Board book to BOD for history, etc.

Communications:

- Treasurer presented two reservations for the clubhouse.
- Bob Rowland asked after his letter requesting times and dates to review Community Records. Due to Tina O'Bryan's unexpected family emergency, the email did not go out.
- Resignation of Patty Sward - Malczewski as secretary effect 2/28
 - Nominating Committee will draw names out of a hat

Board Management Company Meetings:

- ACCU appointment is for 6pm, next week Thursday, David Pfieler. Manages horse property in Brighton. Equestrian Community.
- Hammersmith, has not gotten hold of them yet.

Treasurer's report:

- Bookkeeper Tax Return adjustment for 2003 from Fosdick. Linda Lee is not on the contact list, may need to hear from Patty or Tina.
- Need a new endorsement stamp made up for the bank for deposits, self inking with account number. Letter of request presented to Steve Richardson.

- Bills: Did not get Facilities Manager bill this month.
- \$199 for tax preparation
- What is the \$30 for payroll if we did not have a payroll check this month?
- Balances: \$14,709 in Checking, \$10,156.33 in Savings, would like to move some funds to savings.
- \$2,367.63 in unpaid dues
- Start a reserve account:
 - Open a third bank account?
 - Create a line item in the budget (only)?

Motion: that we charge anything back regarding the liens to the home owner. Seconded

Discussion: Pam will discuss with ABC regarding charging back on their invoice? Is that how we would proceed? Any expenses we incur. Passed unanimously.

- Can we request a copy of lien, so that we know they were filed?
- Phone conversations: 1 hr/\$35 for HOA
 - Linda and Pam is ½ hr for questions. Invite to the meeting cancelled, correcting the labels for the HOA meeting flyers, correcting HO address.
 - Doing business 1 ½ hr of calls is appropriate over a months time.
 - Questions back to ABC about charges
 - Credit of \$17.50 for the labels that were incorrect.
 - Did anyone inform ABC that the status changed for the FM?
- Pay salary, not conversations until can talk to ABC, not payroll, disputing until discussion \$30 payroll, county filing of liens (ok to pay), phones conversation prep of HOA meeting (ok to pay), conversation w/Pam and Linda (disputed), phone financial report for management company (ok to pay), hold off on \$399 to bank, postage.
- Summarize the questions, send to Pam.
- Arrange a meeting with the treasurer and ABC
 - Tonight rescheduled by BOD due to Tina not being here

Motion that the exiting president sign the checks, seconded, passed

- ABC took the Budget off the website
- The bills paid last month were accounted out of the 2005 budget rather than split between 2004 and 2005 as requested
- ABC realized that there is a shortfall in the budget for bookkeeping and moved funds (?) in their budgeted accounting
 - Not so simple to administer a budget once it is in place.
 - May be as simple as clarifying the rolls, and who has the authority to move funds, etc.

ACC: no report

Activities; no report

Arbitration: no report

Budget:

- Confirm ABC converted to old format.
- Add a line item on the MTD report: what we actually deposited for the dues.

Buildings & Grounds:

- Bridge: three slats gone and the railing is loose. Structurally sound, but missing boards, so someone could miss stop. 2x6x6 treated wood. Maybe that the lag bolts are loose, or may need to be replaced. Some repair with treated.

Motion: authorize Pam to find someone to repair (or cc) up to a certain amount. Linda Lee will replace the boards.

- Filters need to be changed. Cynthia Cregger will change
- Another name and number for the Facilities Manager position

Directory: Steve Richardson will call Bill Curley for status and copies

Equestrian: may be able to come up with "no horse back riders" signs for the bridge

- The board will be drafting a letter regarding the arena maintenance
- Invite Jeff to talk to the Board and solicit his input
- Walt will talk to Jeff, and coordinate with Sandy
 - to find out what he does, and
 - we would like to see a bill once a month.
- Status of the barn remodel,
- Drive way
 - Motion to draft letter directing the homeowner to put the fence where it belongs, the community will move the driveway seconded, passed
 - The Board recognizes that the driveway encroaches on the homeowner's property. Would he please mark or otherwise inform the Board of where the property line is according to his survey and the Board will move the road.
 - Don't want someone who is not a surveyor to determine the property line

New Board needs to update contacts with USW, Fosdick, ABC, etc.

John MacArthur arrived

- Steve Richardson stepped down as interim president
- Nomination of John MacArthur as President of the Board. Seconded, passed
- Unanimously elected president of the board.

Reserve Review:

- It was recommended at the Board of Directors consider a Reserve Review
 - Review the value of real properties owned by the community
 - Review the status of funds and expenses of the community
 - Report back to the Board of Directors
 - Board to then report back to the community
- Recommendation of move \$8,000 to savings at this time, leaving \$2,000 for the cost of the Reserve Review

Motion: that the Board authorize up to \$2,000 for the Reserve Review, seconded. Modified to: that the Board authorize up to \$2,000 for the Reserve Review be taken out of the Reserve Account line item found on the 2005 PCHA Budget. Seconded, passed.

Motion: that the election of the Vice President be held until the March meeting, as Tina may have decided to withdraw her name. seconded, passed

RFP for Facilities Manager: Tabled for now, due to research of a management company, and what is in the RFP may, possibly, change as a result of the research.

Motion: 2 Minute limit per person to speak to the Board. After discussion, it was determined that this was not a good idea.

Motion to Adjourn, seconded, passed.

Respectfully Submitted by Patty Sward.