

## **Glen Haven POA Board Meeting – 1/27/19**

Present: Mark, Carrie, Annette, Becky, Sandy, Melissa

### Agenda/ Minutes

Discussion of plans moving forward since Jessica's resignation as Treasurer. Issues that need to be determined:

Discussion: Can the board appoint someone to fill her position until the next election

Yes and Annette has volunteered to take on the Treasurer Role until the end of this term. She will connect with Rob Mead to familiarize herself with roles of the Treasurer.

#### 1. Review current balance sheets- and membership roster

Suggestion is to review the record going back two calendar years

Rob (former Treasurer) has offered to be available for questions that come up

#### 2. Determine who will assist in billing for upcoming cycle of dues

We need a current accounting of all the homes in the neighborhood

Pat has volunteered to update current ownership per house- by the end of the week

Request that he update the mailing labels

Getting billing statements out by Feb 15.

Meeting is April 27<sup>th</sup> Dues due two weeks prior to the meeting. Secondary notice to try to get dues – June 15<sup>th</sup> for any who did not pay.

Amnesty was for 17-18 – the Amnesty provided forgiveness for all past dues

Audit should identify who took the Amnesty, who did not, and how many years back do people owe. Audit committee could decide a cap on the back payment of dues.

Carrie reaches out to owner about payment of past dues owed a time of closing.

Should we have a form letter to go out about back dues that are owed – plan to write a registered letter to the real estate company.

Mark will reach out to Jessica to see if she has any current records that would assist us.

#### 3. Clarify mail receipt and logging of incoming mail and disbursements

We will need to sort out who will be collecting the mail that will have checks and who will be responsible for depositing all checks and recording receipt of checks.

Melissa has created a spreadsheet and has shared that all with Board Members. Melissa is willing to check the mailbox.

### New Process:

Melissa will pick up the mail, will date stamp, scan, post to shared drive and the Board will receive notification via email

Annette will pick up the checks after notification (on the weekend) to deposit all checks and deal with all bills

4. Plan audit

We will put out a request for persons to participate on the audit committee. The Board will determine final selections. We will have everyone sign a confidentiality agreement. Regarding concern about having “family” on committee – we will see review all volunteers and aim for a mixed committee. Rita has an interest in participating in an audit, Chandra has also expressed interest. Board approved committee comprised of Becky, Chandra and Rita as the audit committee

5. How to pay bills to our vendors

Our goal is to move toward electronic Bill Pay for all people who we supply payment to

6. New issues:

Dead tree branch hanging over the road- Plan will be to ask the homeowner if they will handle it and if not – we will discuss addressing the branch.

There was some discussion about whether we should do background checks for Board Members who will be handling finances. This would need to go to vote at annual meeting

Mark talked about having an IT person that is in charge of the Information Technology – should all the info be maintained in central housing and then transfer Master Access if Mark stops his interest in the website maintenance. For now, he will maintain access.

We will invite people to the March Board meeting if they wish to pay their bills in person

Carrie asked if we could consider renting storage for all documents and/ or should we pay to get the information scanned.

**Next Board Meeting:** Meeting with mailings –

February 16<sup>th</sup> 2019 10:00 am – Meeting at Mark Drew House –

Stuffing Letters and Billing (Carrie to do letter, Bill Annual Assessment for current 2019-20 year, Sandy to get announcement ready)