

Chartridge HOA Meeting Minutes  
Via Google Meet  
05/20/2020

The meeting was called to order at 7:36 pm

**Record of Attendance and Introductions**

The following people attended the meeting: John Miller, Ben Ghahhari, Tom Nagle, Jake Masters, Carrie Scott, Drew Lenear, Christine Ballard, Amanda Gorski, Bethany Kerley, Todd Kerley, Christy Barth, and Ryan Barth.

**Approval of Previous Minutes**

Approval of previous meeting minutes – approved via email

**President's Report** (John Miller)

- Much is unknown about if, when, or how the pool will open. Further, the matter is largely out of our hands as it is subject to the dictates of state and local government. As such, engaging in hypotheticals is not an efficient or useful expenditure of our time and energy. As the answer to some of these questions come into focus, we may hold emergency meeting to develop a plan.

**Treasurer Report Assessments:** (Tom Nagle and Ben Ghahhari)

- The 2020 fiscal year began May 1, 2020. We have collected HOA dues from 302 of the community's 377 homes, which is trending similar to last year.
- Late fees will be assessed for households that have not paid HOA dues by the end of May 2020. J. Miller will work with J. Masters to draft a reminder notice.
- We are regularly receiving and paying bills from Chapel Valley.

**Committee Chair Reports**

**Architecture Committee:** (Ricky Smith and Steve Matters)

- Nothing to report.

**Social:** (Amanda Gorski)

- We are excited about the parade for graduates on May 22, 2020.
- C. Scott has done a great job coordinating with food trucks in the common area.

**Common Area:** (Darren Conrad)

- D. Lenear will obtain quote for additional top layer of wood mulch around the playground apparatuses.

**Pool:** (Carrie Scott and Christine Ballard)

- The pool is on track to open whenever we are legally and logistically able to do so.
- We purchased the automatic chlorinator.

**Swim Team** (Carrie Scott):

- Our regular swim league has canceled the 2020 season.

- We have sent out a survey to gauge interest for a truncated season (approximately June 30<sup>th</sup> to July 30<sup>th</sup>).

#### **Safety Patrol:**

- J. Miller will identify all individuals possessing the credentials to access to the common area surveillance footage. Then, create and maintain a routinely updated list.
- J. Miller will send a letter to the local fire department informing them that, in the event of an emergency in the common area, emergency responders should, if the gate is locked, cut the lock at the entrance.

#### **Website:**

- Jackie Phelan has offered assistance on website.

#### **New Business:**

- **Capital Reserve Account:**
  - J. Miller made a motion to combine the community's Savings and Reserve accounts into one "Capital Reserve Account."
  - Currently, funds in the Savings Account can be used to acquire real property or capital improvements, whereas funds in the Reserve Account can be used to pay for repairs or remediation for real property or capital improvements already owned.
    - The separation unnecessarily community finances and is no longer in keeping with recommended best practices.
  - Motion PASSED unanimously.
- **Membership Toolkit:**
  - J. Miller made a motion to purchase a package from Membership Toolkit that would coordinate the community's email and social media communications, provide a means of collecting dues via credit card, regularly updated accounting records, and website building.
  - Annual cost is \$900.00 for their premium package and a \$1,000.00 - \$2,000.00 on-boarding fee.
    - This would not replace QuickBooks.
    - We currently pay \$300.00-\$500.00 for webhosting.
  - J. Miller will circulate information among the board.
  - Motion was TABLED.
- **Purchase Card:**
  - Last year the board approved obtaining a community purchase card for the community to be used by committee chairs.
  - Having a purchase card would remove this burden of purchasing goods and services and seeking reimbursement from the committee chairs and allow for greater budgetary constraint.
    - It does not appear that the current committee chairs are uncomfortable with this situation.
  - We previously obtained a purchase card, but it had an individual board member's name on the card.

- J. Miller will be in contact with the bank to determine how to obtain a purchase card with the community's name on it, not an individual.

**Old Business:**

- T. Nagle is in communication with the county.

**Next meeting:**

Wednesday, June 7, 2020 at 7:30pm, via Google Meet

Meeting adjourned at 8:47 p.m.

Minutes submitted by: Jake Masters