

HOLIDAY ACRES PROPERTY OWNERS ASSOC. BOARD MEETING

March 18, 2016 at Doris Green's home

Keith Serkes, **President**, opened the meeting at 3:37 p.m. All Board members present. Keith Serkes, Nan Serkes, Judy James, Doris Green and Cathy Justus. Guests attending were Trish McNelly, HAPOA accountant and Gene Madden.

Trish had come on the Board's request to explain and review her job requirements and what exactly that she did for HAPOA. She needed to leave early so she was allowed to speak before the rest of the meeting continued. She presented a list of 14 things that she does for HAPOA. (attached) She presented the Accounts Receivable summary. She reported that she started doing invoicing in 2013 and now has the old database on her computer. She now needs to co-ordinate between the old and new system. She reported that HAPOA started assessing back dues and interest on non-payments of dues in 1997. All dues are due by the end of the year assessed with \$10.00 being compounded each year. The Operating, Legal, and Wetlands account is a checking account at the Bank of the San Juan's. A statement for each month is reflected in the bank statements. She presented the check register for 2015. Trish was asked if she was bonded and if so would she continue to be on the check signatory. Her answers were yes to both questions. There was a suggestion for the other Board members to be on the signatories on the checking account. Trish said that each should go to the Bank of the San Juan's and sign the proper paperwork. Trish said the passwords are in a personal safety deposit box. A request was made for copies of any required filings, state or Federal, and Federal EIN number for taxes. She will put together a list of who is not accessed for dues including the Hogue's and Lot #1 where the Holiday Acres sign is. Lot #1 is not billed for dues because we use his electricity for the Holiday Acres sign at the entrance. Trish was asked for a listing of all property sales in 2015. She also presented a listing of accounts in arrears.

Secretaries Report: Cathy asked if all Board members had received via email and read the minutes from the previous meeting and if they had any changes or corrections. Judy/Nan moved and seconded to approve. Motion passed.

Treasurers Report: Nan presented the financial report. The discrepancy in the 2015/16 financial report was explained and resolved. Judy/Doris moved to approve. Motion passed. Bills were presented and reviewed. Cathy/Doris moved to approve and pay. Motion passed. It was decided that all Board members, except for Doris, become signatories on HAPOA checking account and that any checks over \$100.00 need a second signature.

Architectural Review Committee: Nothing to be reported.

Unfinished Business:

****HAPOA Website:** Keith: Right now we have no way to alter website with Hostmaster. He reported they don't do web design. They just host web site. The account we have with them is good through 2017. Trish said she had a file from Larry Dick, who set it up, that she will forward that to Keith. It may contain what he wants and needs to alter the site. There was a suggestion of maybe starting over with a new site. That may be cheaper and more efficient. Keith will research further.

****Requirements to be included into mailing:** Trish supplied the research information and Keith found what was needed.

****Legal retainer proposal review:** Tabled until further review and research.

New Business:

****First 2016 mailing:** Will be sent out this next week by Trish. Will contain President's letter, dues notice, proxy and announcement of 2016 Annual Meeting, SASE envelope, proposed 2016 budget, etc.

****State Farm insurance policy info** emailed to all Board members for review.

****Decision for all but Doris to be on bank account as signatories on all check over \$100.00.** Nan/Judy. Motion passed.

**** Cathy gave Keith flash drive that Tom Halligan made of all old HAPOA documents from start of HAPOA.**

****Doris made suggestion that on the Financial Statement there be 2 lines for current and over 90 days of past due amounts.**

****Discussion of how to inform people of back dues/accounts.** Tabled until next meeting.

****Discussion of why a couple of lots were not assessed dues.** Hogue's legal decision and Lot #1 trade for electricity for lighting the Holiday Acres sign.

****Discussion of getting more people's email addresses so that we can contact homeowners through Internet rather than the expense of mailings.** Request of emails was in the mailing.

****Gene Madden brought up the question of whether the budget has to be approved by the property owners or the Board.** Also the Annual meeting notice requirements in the By Laws says not more than 50 days but not less than 10 days before the Annual meeting is held.

**** Doris/Judy made motion to accept the 2016 Budget as presented at the Annual Meeting September 12, 2015.** Motion passed.

Doris/Nan made a motion to adjourn. Motion passed.

Next meeting to be at Doris Green's home on May 2, 2016 at 5:00 p.m.

Respectfully submitted,
Cathy Justus, secretary

