**Emerald Green HOA**

**Board Meeting**

**Meeting Minutes**

Date: October 23, 2018

Meeting attendees: Gary Marozas - President

 Curtis Kriner - Treasurer

 Cindy Rhinehardt – Board Member at Large

 Dave MacFeiggan - Board Member at Large

 Jordan Browne – Board Member at Large

 Donna Frost – Cedar Mgt. Community Manager

Unable to attend: Mike Johnson - Secretary

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Gary opened the meeting at 6:30pm
2. Gary reviewed the Minutes from the last meeting. The Minutes were approved.
3. Curtis gave a Treasurers Report: documents included 2019 Budget Review, Emerald Green Budget 2018, and Emerald Green Village Budget History.
	1. Budget Review: included 2016 and 2017 actuals, 2018 Year to Date, 2019 estimates, 2019 estimates per unit for the monthly expense, notes and issues
		1. **Management fees – Reduction in property management fee and ownership transfer fee**
		2. Printing and Supplies – Remove line item and include in miscellaneous and admin
		3. Postage – Donna recommended increasing estimate of $850 for 2019 Est, Gary recommended leaving the estimate at $850.
		4. Meeting Expense – Gary recommended we decrease this expense and alter to $500 for the 2019 EST.
		5. Irrigation Repair – Curtis recommended removing line item and putting this in landscape other. Gary agreed.
		6. Electricity Entrance, Post Office & Club House – Investigate to determine what $26/ month is covering
		7. Electricity Street Lighting – No discussion, numbers agreed upon
		8. General Maintenance, Repairs, Supplies – Discussion regarding past years, low YTD spend for 2018. Agreed upon $10K for estimate.
		9. Gas Clubhouse – Gas heating for club house, no discussion
		10. Clubhouse Cleaning – New rate began May 2018, no provision for any other special cleaning of any kind / supplies. All inclusive. 2x a month for services.
		11. Water / Sewer – Elevated **charges** appearing in June, July, August so Curtis will raise estimated amount for 2019 to be comparable to prior years. We will revisit elevated charges.
		12. New Termite Pest Control Contract – Annual $7,000 Yearly Service
		13. Accounting Expenses – No discussion
		14. Insurance – Going to shop other rates because it is expected to increase. Policy renews in March 2019. Going to reduce expense to match previous years. Going to determine if we want separate line items for overall insurance policy, umbrella policy and D&O.
		15. Miscellaneous Admin Expenses- Moving percent late fee change items to this category. Going to raise estimate to incorporate late fees.
		16. Reserve Contributions – Discuss with community, place holder.
4. Curtis recommended he will make his updated calculation for the 2019 monthly amount, communicate to the board members and proposed he will remove reserve contribution total so we can discuss this in the future.
5. Curtis will ensure he is prepared with details on budget for the annual meeting.
6. The meeting was adjourned