

**Grace Ridge Homeowners Association, Inc.**

Board of Directors

Minutes of Monthly Meeting

Tuesday May 18, 2021

**1. CALL TO ORDER**

Jennifer Polce called the meeting to order at 7:01pm.

**2. ROLL CALL**

Board members present:

- Jennifer Polce, Ric Harris, Angela Millspaugh-Staples, and John Austin

Board members absent:

- Brent Eudy
- Jason Overcash

Representative from Cedar Management Group:

- Amanda Frye

Residents present:

- 3 residents were present

**3. MINUTES**

John Austin motioned that due to the minutes being provided before the meeting that there is no need to read aloud.

- Jennifer Polce seconded the motion. Motion carried, all in favor.

**4. FINANCIAL REPORT**

Ric Harris

Amanda Frye from Cedar Management Group

- Revenue is up to YTD Budget by \$8,882 or by 20%, this includes Q2 billings (Apr-Jun) plus late fees charged of \$1,916.
  - Total reoccurring expenses are down to YTD budget by \$1,228 or 4.4%.
  - Total non-reoccurring expense are down to YTD budget by \$2,225 or 45.0%
  - All together with the increase in revenue and decreases in expenditure we have contributed \$12,333 to our reserves.
  - Cash on hand is tracking to the increase in our reserves by increasing to \$63,957 or up by \$11,778 since 12/31/20.
  - Accounts Receivables at \$6,414, have decrease significantly from the prior month and are now down by \$64 or 0.6% to our balance at 12/31/20
  - Community engagement YTD underbudget
  - Insurance being paid in full provided a discount
  - Cedar mentioned trying out ACH draft on vendors
- Jennifer Polce motioned to accept. Angie Millspaugh-Staples seconded the motion. Motion carried, all in favor.

**5. NEW BUSINESS**

a. Basketball Court

- Residential concern over basketball court being used by non-residents especially during peak times (weekends).
- Mentioned of drug use, public urination, usage of clubhouse outdoor water spicket, individuals asking to be let in through the gate to use facilities.

- iii. Sheriff's department has been notified. Due to the resignation of a board member that was previous contact on trespassing document a new board member will have to re-sign as contact point.
- iv. Suggested that since a limit of guests at pool this can be carried to basketball court.
- v. Idea that a fence could help detour non-residents. Cedar will secure quotes for fence.
- vi. Resident that was present mentioned stickers to identify homeowners. Discussion followed and decided not best practice.
- vii. John Austin recommended addition sign with trespassing violation code stated. He will secure the sign.
- b. Monthly email communication/newsletter
  - i. Jennifer will put a communication/newsletter plan together.
  - ii. Cedar can do email blasts at no additional costs.
  - iii. Statements can also be done through email. An update will be included on the next statement.
  - iv. An additional board member will be added to admin on Facebook
  - v. VINE is now available to residents for additional information.
- c. Process for managing Covenant's and Restriction violations
  - i. Depending the violation is when Cedar sends a violation letter.
  - ii. Cedar comes out every month.
  - iii. If a follow up is needed Cedar contacts Jennifer P.
  - iv. Cedar will send out violations report to board members.

## 6. OLD BUSINESS

- a. Blacktop sealing update- to be started on Friday
- b. Camera/Thermostat Installation
  - i. Cedar to get quotes on electrical work and system installation. Cedar set-up for meeting at the clubhouse for Thursday.
  - ii. Thermostat installation. To be included in the electrical work quote referenced above.
  - iii. Refrigerator needs to be serviced. A resident present is willing to look at it.
- c. Clubhouse opening-
  - i. Clubhouse will open by next Thursday .
  - ii. Opening will be posted on Facebook and email blast.
  - iii. Banner on GRHOA will be changed to reflect clubhouse opening.
  - iv. Discussion in regards to half day/full day rentals. 25/25 half day rentals vs 50 all day. New website is established it will include a half-day offer or full day rental. Need to look at the hours to be included in usage. Start/End for both.
- Jennifer P. Motioned to table Ric H. seconded All in favor.
- d. Pump house will be cleaned out this month
- e. Speed Study Update: DPI confirmed 1<sup>st</sup> week of June for eligibility.
- f. Website updates: current and new
  - I. Take of banner
  - II. Meeting Minutes are kept on page for 7 years
  - III. Link on the old website should take to new site
  - IV. Discussion about 365cloud storage and who has access. Suggestion made that all board members have access.
  - V. Need to streamline data
  - VI. Backup everything of thumb drive. Is that account still open?
  - VII. Find out who runs the Grace Ridge Gmail admin. rights.
  - VIII. The network solutions are at 95% capacity.

- IX. Resident present mentioned that at one point there was a Tech Committee. This idea needs to be re-visited.
- Jennifer P. motioned to table till June meeting. Ric H. seconded. Angie S. in favor. John A. abstained
- g. Technology follow ups
  - I. Wi-fi thermostat app passwords are located on an excel file/box with passwords.
  - II. Grace Ridge computer/documentation-
  - III. FOB system- transitioned over to Cedar
- h. Community Engagement Calendar
  - I. Need to locate yale sale signs. \$80 apiece to replace
- John A. motioned to accept CEC Ric H. seconded All in favor.

**7. RESIDENT’S REQUEST/CONCERNS**

- a. Open Forum for residents
  - i. Resident present and concern was voiced on the need to remove the Coke machine. Discussion followed that Coke has been contacted multiple times. AT this point it just needs to be removed. Suggestions were made on removal.
  - ii. Cedar Concern: Cedar wants to make the board aware that per contract each visit to meet with vendors is \$95.00 per visit.

**8. NEXT MEETING DATE**

is scheduled for Tuesday, June 15, 2021 at 7:00pm.

- Jennifer Polce motioned to adjourn the meeting. John Austin seconded the motion. Motion carried, all in favor.

The board meeting adjourned at 8:43pm.

These minutes were approved by the Board of Directors.

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Angela Millspaugh-Staples, Secretary

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Date

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