

SQHOA Meeting Minutes Special Meeting

Call to order

A special meeting of the SQHOA Board was held on February 8, 2024 via Zoom call. It began at 5:30 pm and was presided over by John-Michael Smith with Rebecca Wiklendt as Secretary.

Attendees

Voting members in attendance: John-Michael Smith (President), John Walczak (VP), Parnella Baul (Treasurer), Rebecca Wiklendt (Secretary) – Quorum present to conduct business

Guests in attendance: None

Members not in attendance: Michael Nowak (Trustee)

Note: On February 8, 2024, prior to this meeting, Karen Bates, Trustee, resigned in writing via email from the SQHOA Board effective immediately.

New Business

Discussion was had regarding six unpaid invoices received in December from Northwest Lawn & Landscape for services performed in 2023. Prior to the meeting John Walczak and Michael Nowak confirmed the work billed for in the invoices has been performed and Erin Ostifin, ReMax, confirmed the invoices have not been previously paid. See detail included at the end of this document.

Note: All invoices, bids, contracts, etc. must be sent directly from vendors to Erin (or a copy to Erin) to ensure all documentation is accounted for, distributed timely to the responsible person(s), and retained appropriately.

Discussion was had regarding 2024 budget items, creating a balanced budget, and necessary work to move the HOA to accrual based accounting.

Main motions

1. John-Michael motioned to pay the following invoices totaling \$9135.46 for work performed by Northwest Lawn & Landscape in 2023: 150240, 150589, 150932, 151009, 151920, 152654, 2nd by Rebecca. Motion carried with all in favor.
2. John Michael motioned to approved the 2024 budget as presented. 2nd by John Walczak. Motion carried with John-Michael, John, and Rebecca voting in favor and Parnella abstaining.

Adjournment

John Michael Smith moved that the meeting be adjourned and this was agreed upon at 7:20 pm.

Rebecca Wiklendt

Rebecca Wiklendt, SQHOA Secretary

Approved by the board on March 20, 2024

Northwest Lawn & Landscape, LLC
 8060 Garden Rd
 Holland Ohio 43528

Statement

Date
11/30/2023

To:
Salisbury Quarry HOA P.O. Box 535 Maumee, Ohio 43537

		Terms	Amount Due
			\$9,135.46
Date of Service	Transaction	Amount	Balance
08/24/2023	INV #150240. Due 08/24/2023. Orig. Amount \$3,286.38. --- Landscaping \$0.00 --- Mulch \$2,100.00 --- Delivery/haul away \$150.00 --- Pruning/Trimming \$800.00 --- We estimated 4 hrs with 3 guys. As the work began more dead limbs where removed after weed trees got cut back leaving more debris to haul away. \$ --- Tax: Sales tax @ 7.75% = 236.38	3,286.38	3,286.38
09/25/2023	INV #151009. Due 09/25/2023. Orig. Amount \$1,470.79. --- Landscaping \$0.00 --- Seed/Hydro Mix \$325.00 --- Topsoil/Play sand \$300.00 --- Labor \$650.00 --- Delivery/haul away \$90.00 --- Tax: Sales tax @ 7.75% = 105.79	1,470.79	4,757.17
11/01/2023	INV #151920. Due 11/01/2023. Orig. Amount \$2,574.55. --- Monthly Bill \$2,389.37 --- Tax: Sales tax @ 7.75% = 185.18	2,574.55	7,331.72
09/07/2023	irrigation- INV #150589. Due 09/07/2023. Orig. Amount \$230.59. --- Irrigation \$90.00 --- Irrigation \$124.00 --- Tax: Sales tax @ 7.75% = 16.59	230.59	7,562.31
Phone #	567-703-8121	Amount Due	\$9,135.46

**If there are any changes to your account status or contact info, please contact us at 567-703-8121. Remember, services will continue unless you notify us.
 MERRY CHRISTMAS & HAPPY NEW YEAR**

Northwest Lawn & Landscape, LLC
 8060 Garden Rd
 Holland Ohio 43528

Statement

Date
11/30/2023

To:
Salisbury Quarry HOA P.O. Box 535 Maumee, Ohio 43537

		Terms	Amount Due
			\$9,135.46
Date of Service	Transaction	Amount	Balance
09/21/2023	INV #150932. Due 10/06/2023. Orig. Amount \$64.65. --- Irrigation \$60.00 --- Tax: Sales tax @ 7.75% = 4.65	64.65	7,626.96
11/30/2023	landscape- INV #152654. Due 11/30/2023. Orig. Amount \$1,508.50. --- Pruning/Trimming \$1,250.00 --- Delivery/haul away \$150.00 --- Tax: Sales tax @ 7.75% = 108.50	1,508.50	9,135.46
Phone #	567-703-8121	Amount Due	\$9,135.46

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