

SQHOA Meeting Minutes

Call to order.

A monthly meeting of the SQHOA Board of Trustees was held on September 18, 2024 at the Monclova Community Center. It began at 7:00 pm and was presided over by Rebecca Wiklendt, Secretary.

Attendees:

Voting members in attendance: Parnella Baul (Treasurer), Rebecca Wiklendt (Secretary) – Quorum was not present to conduct business.

Residents in attendance: None

Members not in attendance: John-Michael Smith (President) – excused, John Walczak (VP) – excused, Michael Nowak (Trustee) – unexcused.

Homeowners Forum

- No items noted.

Approval of minutes

Approval of the minutes from the August 21, 2024 meeting will be done via email and will be documented in the October 16, 2024 meeting minutes.

Rebecca Wiklendt motioned via email to approve the minutes of the July 17, 2024 monthly meeting, 2nd by Parnella Baul. Motioned passed with unanimous approval. *(See attached Actions Without a Meeting document)*

Officer's Reports - Treasurer

- Financial Reports were distributed electronically to Board Members for review. Financials will be posted on the SQHOA Website.
- Cash Flow – At the end of 2024, we expect to have ~\$8k remaining in our money market account and ~\$6k remaining in our checking account. This will allow us to contract for a Capital Reserve Study to determine necessary contributions for the year. At this time, we do not know if our Capital Reserves are appropriately funded.
- Corporate Transparency Act (<https://home.treasury.gov/news/press-releases/jy2015>) – Need to prepare to submit required information after elections are held at the October annual meeting.
- The 2025 Budget needs to be completed and approved by November 15. This will ensure homeowner statements are mailed by December 1, 2024 to comply with the due date of January 1, 2025 as required by the SQHOA bylaws.
- Delinquency Report – Interest calculations on homeowner past due amounts do not appear to be accurate. P. Baul to work with E. Osstifin to review/correct and also to get better reporting around liens.
- GoDaddy charges for webhosting are higher than last year. P. Baul will investigate with E. Osstifin.

- Jones Lake Management owes us a refund of \$3277.76 for prepaid winterization and a fountain they charged us to reinstall in spring, but did not because it is broken. P. Baul has a request out to determine what was done with the broken fountain and determine if it has any value.

Other reports

Grounds/Pond Committee Report – P. Baul

- Jones Lake Management treatment update
 - No updates were received from Jones since the last meeting.
- A motion will be made via email to remove the SQHOA Pocket Park Pond Report History document from the SQHOA Website until it is updated for accuracy and completeness.
- AquaDoc submitted a proposal for winter service of the two fountains in Pocket Park Pond (includes inspecting, winterizing, storing, and reinstalling in 2025). We were quoted a much higher price by Jones for the same service. A vote will be taken via email to contract for this service with AquaDoc.
- Bids were solicited for irrigation winterization and snow removal. ProEdge did not return our phone call, Waterville Irrigation not able to bid, Reliable Landscape to submit bid this week.
- Need contract signed with Jones Lake Management in October for 2025 pond maintenance. A bid was also solicited from AquaDoc; however, their price was higher.

DR Violations

- Violations of weeds, mailboxes, signs, etc. noted by E. Osstifin. Letters to be sent.

ARC Requests

- No ARC requests outstanding at this time.

Old Business

- Community Protection Plan
 - Expect an update any day now from Kaman & Cusimano (K&C)
- Rent Manager (RM) Software Implementation
 - Rebeca Wiklendt motioned via email to approve a \$695 data migration expense, to be offset by a \$420 service credit, which will allow us to transfer all of the data we currently have stored with ReMax into Rent Manager and be owned by the SQHOA, 2nd by Parnella Baul. Motioned passed with unanimous approval. (*See attached Actions Without a Meeting document*)
 - RM sent data migration request to inaccurate email address; correction made and now working on paperwork to get data migration started. Working on list of topics to be covered during RM training, AP module, etc.
- Collection Agency
 - Not getting a response from vendor recommended by E. Osstifin. Will contact K&C for assistance.
- Full-Service Management Company – on hold for the time being
 - E. Osstifin will solicit bids for \$30/hour if requested (in addition to the \$147/month we are currently paying for transaction processing, reporting, etc.)

- K&C for legal
- Legal Counsel
 - P. Baul to schedule wrap-up session with Paul Radon to get documentation of prior business
 - Solicit proposals for long term legal counsel
- Accountant/Bookkeeper needed – P. Baul researched using a bookkeeper; however, this cost is quite high especially given the low volume of our transactions. It is advised that we continue to use E. Osstifin and contract for an annual audit to ensure proper accounting compliance.
- Quarry Newsletter – E. Osstifin will charge \$64 to include a one-page document with our yearly homeowner dues mailing.
- Dumpsters Days: on hold pending funds

New Business:

- K&C appointment as Statutory Agent to replace Paul Radon (attorney)
 - A motion will be made via email to designate K&C Service Corporation as the Statutory Agent for the Salisbury Quarry HOA Corporation and sign paperwork for submission to the Ohio Secretary of State.
- Annual Meeting Planning
 - Each Trustee to provide list of items accomplished this year for homeowner update
 - Will discuss via email advertising of the Annual Meeting on October 16, 2024.
- Capital Reserve Analysis
 - P. Baul to research vendor for this service
- Expense review: pond, grounds vs legal/DR enforcement
 - In process by P. Baul
- Hoa-sites.com – new website (<https://www.hoa-sites.com/plans.php>)
 - A motion will be made via email to approve utilizing HOA-sites.com as our website provider.

Main motions

- No motions due to lack of quorum.

Announcements

- The Annual SQHOA Homeowner Meeting will be October 16, 2024 at the Monclova Community Center in the Schaller Banquet Hall (8115 Monclova Road, Monclova, OH).
- The five (5) Trustees currently serving were voted in November 2023 for two (2) year terms. We currently have openings for four (4) additional Trustees to serve two (2) year terms.

Adjournment

R. Wiklendt moved the meeting be adjourned and this was agreed upon at 8:30 pm.

Rebecca Wiklendt

Rebecca Wiklendt, SQHOA Secretary
[Date Approved]

DRAFT

Actions Without a Meeting between August 21, 2024 and September 18, 2024 Meetings:

Rebecca Wiklendt motioned via email to approve the minutes of the July 17, 2024 monthly meeting, 2nd by Parnella Baul. Motioned passed with unanimous approval.

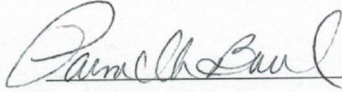
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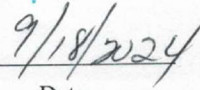
John-Michael Smith, President

Date

John Walczak, Vice President

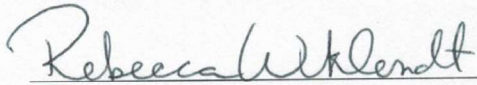
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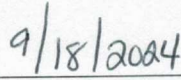




Parnella Baul, Treasurer

Date





Rebecca Wiklendt, Secretary

Date

Michael Nowak, Trustee

Date