

Raintree Village Homeowners Association

Minutes of the January 11th, 2016 meeting.

1 CALL TO ORDER

President Craig Chamberlain called the meeting to order at 7:00pm.

2 BOARD MEMBERS PRESENT: Craig Chamberlain, David Eisenbacher, William Jenuwine, Stephen Hatfield

BOARD MEMBERS NOT PRESENT: None

GUESTS: None

3 REVIEW/AMEND/APPROVE MINUTES of the December 14th, 2015 MEETING:

Resolution **2016-01-0001:** Chamberlain moved to approve the Dec 14th meeting minutes. Jenuwine seconded. All voted in favor. Motion passed.

4 TREASURER REPORT AND DUES COLLECTION UPDATE:

The monthly bank statement, reconciliation report, profit and loss report, and 2015 audit inquiry were distributed to the board members prior to the monthly meeting. Resolution **2016-01-0002:** Eisenbacher moved that the Board receive and file the monthly financial report. Hatfield seconds. All voted in favor. Motion passed.

5 RECURRING EXPENSES PAYMENT AUTHORIZATION:

Resolution **2016-01-0003:** Approval of the 2016 Raintree Village Homeowners Association bills for budgeted items including and limited to insurance, PO box, lawn cutting, fertilizer and weed control, meeting room rental, voicemail, website and email domain and hosting, and snow removal to be paid by the treasurer. Chamberlain moves, Jenuwine seconds. All voted in favor. Motion passed.

6 INSURANCE POLICY RENEWAL:

Resolution **2016-01-0004:** Approval for the payment of \$4,220.00 to Auto-Owners Insurance for the renewal of the annual insurance policy. Eisenbacher moves, Chamberlain seconds. All voted in favor. Motion passed.

7 FINANCIAL REVIEW ENGAGEMENT:

Resolution **2016-01-0005:** Approval that the Board accepts an engagement letter from Puckett, Clement and Schellenberg, P.C. ("PCS") for a review of RVHA's financial records for the year 2015. The estimated amount as stated in the engagement letter is \$1,650.00 but acceptance obligates RVHA to pay expenses above the estimate if they occur. PCS has not exceeded the estimated amount in past years. All obligations are stated in the engagement letter which was distributed to board members prior to the meeting. Hatfield moves, Eisenbacher seconds. All voted in favor. Motion passed.

8 PO BOX RENEWAL:

Resolution **2016-01-0006:** Approval that the Board authorizes payment of \$56.00 to the U.S. Postal Service for the 12 month renewal of PO Box 99033 at the Troy post office. Chamberlain moves, Eisenbacher seconds. All voted in favor. Motion passed.

9 DUES COLLECTION STATUS:

The collection rate for 2015 dues is 88%. In January 2015 the collection rate for 2014 dues was 94%.

10 FINANCIAL REVIEW STATUS:

The Inquiry to Craig Chamberlain (Treasurer for 2015) from PCS was distributed to board members prior to the meeting.

11 STATUS OF TREASURER TRANSITION:

Transition from Chamberlain to Jenuwine will await the financial review

12 RETENTION OF DOCUMENTATION DISCUSSION:

Minutes and other historical documentation are to be retained electronically and in paper form indefinitely, receipts and bank statements 7 years. Chamberlain to inquire to CPA further.

13 ANNUAL NEWSLETTER AND STATEMENT MAILING:

Statement expected to be dated March first, pending completion of financial review. Ad price to remain unchanged. Resolution **2016-01-006:** Approve the purchase of 740 Forever stamps at 362.60 for the newsletter and statment mailing. Chamberlain moves, Eisenbacher seconds. All voted in favor. Motion passed.

14 VOICEMAIL REPORT:

None reported

15 EMAIL REPORT:

None reported

16 WEBSITE DISCUSSION:

Jenuwine will update to reflect new officers.

17 SOCIAL MEDIA DISCUSSION:

Hatfield reported on Facebook and NextDoor.

18 COMMON AREA STATUS:

Entrance Medians

- Aerate and seed at Raintree Drive and North Lake Drive - Spring 2016

Abbey Commons

- Remove dying trees from the entrance sidewalk. Spring 2016.
- Maintenance trimming of the locust trees. Spring 2016. Estimated cost of \$3,000.

Forest Commons

- Remove buckthorns from the park - Ongoing project.
- Fix the posts for the Stonetree entrance sign.

Lakeside Commons

- Remove invasive buckthorn at water's edge – Ongoing project.
- Repair goose fence. An intact goose fence discourages geese from residing.
- Place additional woodchip fill and fill retention border to be added under swing set – Ongoing project.
- Retrieve trash can from pond.
- Sand/stain/seal or replace benches with vinyl coated steel.

Village Commons

- Remove invasive buckthorn. Buckthorn will in time completely overtake all other vegetation if unchecked – Ongoing project.

19 NEW BUSINESS:

Chamberlain to request confirmation from Natural Approach for the application in 2015 of grub control which was contracted and paid for. Jenuwine to investigate a vote to include a parking restriction to the bylaws.

20 NEXT MEETING

The next regularly-scheduled meeting is Monday, February 8th, 2016 starting at 7:00pm at Baker Middle School room 108.

21 ADJOURNMENT

Chamberlain motions to adjourn meeting. Jenuwine seconds. All in favor.
The meeting was adjourned at 8:14pm.