

**The Park HOA Board of Directors
Minutes of Meeting – June 3, 2019**

Members Present: Cindy Ainsworth, Vergil Esau, Jim Fallis, Jeff Griswold, Donovan Karber, Dave Mueller, and Lee Nutter.

Visitors Present: Richard Schnitzler.

The meeting was called to order at 6:35 p.m.

Approval of Agenda: The agenda was approved by consensus.

Approval of Minutes: Dave moved, seconded by Lee, that the minutes of the May 13, 2019 meeting be approved as printed. The motion was carried.

2018 Audit Report:

Richard Schnitzler reported that the Audit Committee (Mary Reed, Roger Moppin, and himself) had met and reviewed the 2018 HOA financial documentation. He presented the committee's findings, and after brief discussion, Cindy moved, seconded by Jim, that the Board approve the committee's report (Copy Attached to Minutes). Motion carried. This report will be presented for approval by HOA members at the December, 2019 HOA Annual Meeting.

President's Report:

Board members were apprised of recent dog attacks due to homeowner fences not being secured. It was noted that all dog attacks and/or dogs who are not secured on a leash and/or are roaming the neighborhood should be reported to Animal Control immediately. It was agreed that Vergil and Lee will draft a communication to be sent to all HOA residents, reminding them of their legal responsibilities as dog owners. The letter will also include a reminder for all homeowners/residents regarding the HOA Covenants regarding fences.

The Board reviewed several outstanding issues relating to homeowner concerns that have been sent to the Board via the HOA Gmail Account. Vergil, Lee, and/or Donovan updated the Board members on the status of these issues and those items which will need further follow-up. (Copy of Report Attached to Official Minutes)

Vice President's Report:

Lee suggested that the Board consider replacing the heater for the Kiddie Pool (which is beyond repair) since the water is very cold and this area tends to be shaded most of the

day. Dave indicated that he would obtain a bid for this project for Board review/approval.

Treasurer's Report:

Jim distributed copies of the May, 2019 Financial Report, noting that dues collections for the month of May were \$6,181 (which included a several past due accounts) and expenses were \$2,685.26. He noted that "Gas-Utilities" had a credit balance of \$608.53 which he felt was in error, but he did not have an opportunity to review this with Westside since he had received the report shortly before the meeting. The current balance in the HOA Checking/Savings Accounts is \$53,112.74. (Copy of Financial Report Attached to Official Minutes)

There was discussion relating to HOA Capital Projects (which will need approval of the HOA Membership), and it was suggested that Jeff and Lee visit with homeowners to obtain their suggestions on improvement projects within the HOA (i.e., reseeding/landscaping/installation of wells/irrigation systems within the common areas, tree trimming, basketball/ pickleball court, etc.). They will plan to present a preliminary report at the July meeting.

Pool Report:

Dave reported that he had issued/reactivated 124 pool cards to date. He indicated that he has created a form for homeowners who are caught violating the pool rules (i.e., letting others in without a card, minors swimming without an adult present, etc.). It was also noted that inflatable rafts are also against the pool rules.

Dave indicated that there is a hole in the liner of the kiddie pool, but that the Pool Maintenance Company had been able to patch it. He stated that Ray Walker, former Pool Chairman, is checking with the manufacturer of this liner regarding the warranty on the liner since it is only a few years old.

Grounds Report:

Donnovan noted that he had been contacted by a non-HOA homeowner whose property backs up to the commons area. This individual requested that the HOA pay for construction of a ditch on commons grounds to help with the drainage from his property. Board members did not feel that it was the HOA's responsibility to fund this project, but indicated if the homeowner wants to fund this expense and present his/her project proposal to the HOA Architectural Review Committee, the Board would consider their recommendation.

The Board recognized and expressed appreciation to Angela Carter, HOA Homeowner who donated and planted the flowers at the front entrance sign (Glacier/Yosemite).

Donnovan indicated that he would contact Rob Hartman for assistance to ensure that the sprinkler system is working in this area.

The Board reviewed a proposed bid to remove two large piles of brush from the wooded area north of the soccer field at a cost of \$100. This item was approved by consensus.

It was noted that the policy on Roofing Material Specifications, as posted on the website, is out-of-date. Donovan indicated that he would reword this policy and circulate to Board members for approval before posting on the website.

Secretary's Report:

Cindy reported that the HOA Area-Wide Garage Sale will be held June 13-15 (Thursday-Saturday). Lee indicated that he will hang the garage sale banners at the three entrances on Monday, June 10th.

Social Committee:

Board members unanimously agreed on the date of Saturday, July 27th, 3:00-6:00 p.m. for the annual HOA Summer Pool Party. Jeff will contact one of the local inflatable waterslide companies about renting a slide for the party. More details will be forthcoming.

The Board also reviewed a suggestion from Stephanie Hartman about conducting areawide block parties on the same day of the pool party. While Board members felt that block parties are a great way for neighbors to become better acquainted, it was felt that such an event would require significant coordination. This item was tabled for a later date.

Other Business:

The next meeting of the HOA Board will be held at the Griswold Residence, 2530 Glacier Drive, on July 8th, at 6:30 p.m.

The meeting adjourned at 8:25 p.m.



Cindy Ainsworth
Secretary

The Park Homeowners Association Audit Committee Report 2018

General

The HOA members which performed the audit of the 2018 financial records were Mary Reed, Richard Schnitzler, and Roger Moppin. The committee met and reviewed the 2018 HOA financial documentation on April 9th of 2019 at Mary Reed's house.

Unlike previous years, where the records were delivered late in the year, the 2018 records were delivered on March 22nd of 2019. The documentation was then organized into folders.

Findings

The committee reviewed the following 2018 records.

- Monthly financial reports
- Monthly business account bank statements and quarterly savings account statements.
- Debit card usage
- All out of pocket expenditures for HOA related expenses, the Expense Reimbursement Request form, and attached receipts/invoices. The amount of money on the Reimbursement Request form were verified to match amounts of the checks issued by the HOA.
- Expenses posted against the budgeted amount.
- A review of the invoices / bills from service and utility providers and the checks written to those individuals or businesses was also performed.
- Verified Federal and State Tax returns were filed.

In previous years the audit findings were not presented until the HOA annual meeting in December. As stated in the 2017 Audit Report "Current audit procedure means recommendations made at the annual meeting are not implemented until a full year after being made." This was the situation with the 2017 records. Many of the recommendations made in both the 2016 and 2017 audits had not been implemented in 2018.

Additionally, the "Policy Regarding Annual Audit" was not applied to the 2018 audit as the policy was not approved until February 11th of 2019. The policy approved July 13th of 2015 was followed.

Upon review of the 2018 financial documentation of the Park Homeowners Association, the audit committee found the financial reports accurately reflect the financial condition of the The Park Homeowners Association of December 2018.

End of Report - June 3rd, 2019