

Forrest Groves Estate Homeowners Association
Minutes for January 14, 2021 VIA Zoom

1. Meeting called to order at 7:01 pm by Max Progar. Members present were Max Progar, David Kasper, Heidi Wise and Maile Kane. Non-board members/WAP Ambassadors Laura & Matt Dent and Dave Rahn, Homeowner. Absent were Mary Dunlap and non-board member Stan Dunlap (Bookkeeper).
2. Approval of minutes from November 12, 2020. Motion made by Heidi to approve November 12, 2020 minutes, seconded by Dave Kasper and unanimously approved.
3. Committee Reports
 - Financial Report – Heidi Wise
 - QuickBook Report showed an income of \$20,430.24 and expenses of \$3,641.61 Year to date income of \$42,012.91 and expense of \$31,356.38 Cash on hand is \$38,245.30 which includes our reserve. Please note that the income numbers are different from our Bookkeeper Report at the end of these minutes. The Bookkeeper Report is based on cash accounting and QuickBooks shows Accrual. The difference is that cash accounting shows income as payments that are deposited and accrual is based on the date the assessment is assigned. Heidi can be contacted for further details.
 - New Reserve Fund: Discussed a reserve study.
 - Heidi will investigate reserve studies and share them with the board so that we can make a decision on how we want to set up our reserve fund.
 - HOA Financial Manager: According to DORA Section 38-33.3-306 (Bylaws) (3)(a) “If an association with thirty or more units delegates powers of the executive board or officers relating to collection, deposit, transfer, or disbursement of association funds to other persons or to a managing agent, the bylaws of the association shall require the following: That the other persons or managing agent maintain fidelity insurance coverage or a bond in an amount not less than fifty thousand dollars or such higher amount as the executive board may require.”
 - FGHEA does have an insurance policy but it is not sufficient for our bookkeeping coverage.
 - The possibility of hiring a professional financial manager who has the proper insurance was explored. The scope of the duties of a manager can vary from just handling the accounting to extending to carrying out our policy on actions such as policing our dog policy.
 - Heidi will lead the investigation on exploring options in the area and cost associated with these services. The board felt that we needed to explore all our options for financial services management.
 - Wildfire Adapted Partnership (WAP) Laura and Matt Dent
 - We welcome Laura and Matt as our new WAP Ambassadors.
 - A clean-up day with a chipper and trash dumpsters need to be planned by our February meeting so that it can be announced in the March Newsletter.
 - Laura and Matt will come to the board in February with some dates for our clean-up day.
 - Water and Sewer Report – Dave Kasper
 - There are no issues with our water and sewer systems

- Discussion of the broken fence around the lagoon: It is very difficult to get a bid for such a small job, this time of year, this repair will be done in the Spring when the snow is gone.

- Road Report – Max Progar

- Our roads are icy but not a problem.

- Trash and Recycle Report – Max Progar

- Trash and recycle have no problems
- It was noticed that the lending library is being used ; the free area is tidy.

4. Old Business

- Bookkeeping Report

It appears that we have two ways of reporting our financials – Stan’s Bookkeeper Report and Heidi’s QuickBooks Report. This has the potential to be confusing on our reporting. It was felt that we need to explore the option of completely changing over to QuickBooks Reporting at the end of our fiscal year (June 30, 2021).

- Max will discuss the changing over to QuickBooks Reporting with our Bookkeeper as well as needing to get a \$50,000 bond as required by DORA (see Section 38-33.3-306).
- Max will investigate the duties and cost of financial management options.
- Heidi will investigate the duties and cost of other financial managers in the area.

5. New Business

Packages at the mail building have been stolen.

- Maile will announce in our next newsletter that homeowners need to retrieve their packages in a timely manner to help with the theft of packages.

Next regular FGEHA Board meeting will be on **February 11, 2021 via zoom at 7:00 pm.**

Summary of Actions:

November:

- Heidi and Stan will work on getting the QuickBooks report done on a monthly basis and send it to the homeowner.

December:

- Heidi will investigate reserve studies and share them with the board so that we can make a decision on how we want to set up our reserve fund.
- Heidi will lead the investigation on exploring options in the area and cost associated with these services. The board felt that we needed to explore all our options for management.
- Laura and Matt will come to the board meeting in February with some dates for our clean-up day.
- Max will discuss the changing over to QuickBooks Reporting with our Bookkeeper as well as needing to get a \$50,000 bond as required by DORA (see Section 38-33.3-306).
- Max will investigate the duties and cost of financial management options.
- Heidi will investigate the duties and cost of other financial managers in the area.
- Maile will announce in our next newsletter that homeowners need to retrieve their packages in a timely manner to help with theft of packages.

Bookkeeper Report November, 2020 as of 1/3/2021 re- Reconciled -
 Please contact Heidi Wise for the longer QuickBook report

Income

285.00
 375.00
 125.00 ACH
1,654.00 ACH
 Subtotal 2,439.00
 Includes Dues 2,439.0000

Interest (BSJ)* \$ 0.00
 *Non-interest-bearing account

LEPA Cap Credit
 Refund #24.13

TOTAL INCOME \$2,763.13

Cash on hand BSJ as of 11/30/20 \$32,718.86
TOTAL AVAILABLE \$32,718.86
 Arrears 12/1/20 Under lien \$2,113.91

November, 2020 \$4,935.84 debits cashed

\$0.00 expense checks not cashed
 \$1,939.02 reimbursable check cashed

Expenses

Office Supplies	105.38	
Postage		
Misc		
Office	105.38	
Bookkeeping	937.50	
Fees (Dora License renewal)		0.00
Professional	937.5000	
Roads, landscape	137.47	
Reimbursable Bridge decking	1939.02	
Caretaker W/S(790+45)	835.00	
Sewer tests (114.00, 216.00)	330.00	
Sewer Maintenance(Rowland jet-rod)	1,096.30	
Water testing	70.00	

Water parts, maint., supp(110.25, 24.00)	134.25	
Tractor fuel		
Tractor Maint		
Trash/Rec	712.14	
Utilities – Elec	577.80	
Operations		<u>3,892.96</u>
TOTAL EXPENSE	\$ 4,935.84	
Uncleared expense	\$0.00	
Uncleared reimbursement debit	\$1,939.02	

November		
Income	2,763.13	
Expenses	4,935.84	
NET for November , 2020	2,172.71	
July 1 – November 30, 2020		
Income	37,756.57	
Expenses	25,895.85	
Net through November 30, 2020	11,860.72	