

2015 BOD Mtg Minutes

- Attendance: 16 Members were present at the meeting (including the BOD). 7 proxy votes were recorded.
- The 2014 Annual meeting minutes were reviewed. No comments were received.
- All officers gave reports per the agenda.
 - The Association now shows a management reserve of over \$6,000. There was a brief discussion concerning lowering the association fees, but members present felt that a larger management reserve may be prudent and that the fees should remain the same for next year.
 - The Financial Committee found no issues or irregularities with the Association's financial records.
- Old Business - Maintenance Contract:
 - The use of LED lights was discussed in lieu of solar lighting previously proposed and approved. Additional concerns over the maintenance of the Solar lighting were discussed and were the main reason for discontinuing the approach. The BOD will contact Dennis Mara for the use of LED lighting, determine cost and implement.
- There was no new business

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- Member Voting for BOD Expenditures:
 - Sandblasting (or other cleaning method) for the front entrance signs: was approved up to the amount of \$1250 without further consult from members. An approved source of the work is required. If the estimates exceed \$1250, further funds must be voted by the Association
 - Front Entrance Flowers: \$500 was approved for planning/planting Bulbs / Hostas or other flowers. The BOD will consult Dennis Mara. Additionally, the Board will obtain an estimate for additional landscaping (types of plants/flowers) and present it to the Association next year for approval.
 - Rip Rap at the end of Pastor Court was approved. Since there \$260 remaining funds from the storm repair approved last year, it will be used before any other Association funds are used.
 - Tree replacement was approved upon need (up to 2 trees and stump grindings)

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- Member Voting for BOD Expenditures (Continued):
 - Mosquito Spraying was unanimously disapproved.
 - Advertising for the community yard sale was approved (May 16th , Jun 6th rain out date)

This adds approximately \$2,000 to the budget presented in the meeting.

- BOD Nominations
 - All existing BOD members were voted back in unanimously.
 - One BOD member will be resigning in the next few months for health reasons, and a new member will be required – as a minimum
 - It was stressed that the Board consists of only 3 people (2 of whom have been on the Board for 4 years). Serving on a full Board takes less than 2-3 hours a month, and it would be valuable to have a full Board of 5 members.

PHIA 2015 Annual Meeting Agenda

- Sign in and Proxy (6:45-7:00)
- Minutes of Previous Meeting (7:00-7:05)
- Reports of Officers
 - President – Accomplishments, Initiatives (7:05-7:10)
 - Inputs for 2015 Maintenance Contract
 - Vice-President (7:10-7:20) – Financial Analysis / Management Reserve
 - Treasurer (7:20-7:30) – 2014 Final Budget and 2015 Planned Budget
 - Treasurer Responsibilities Overview
 - 2016 Annual Dues Projection
 - Timeline for assessment mailing/late fees and policy/attorney fees (Yearly Review)
 - Report of Financial Committee (7:30-7:35)
- Continuing Business (7:35-7:45)
 - Rowell house (Status)
 - Yard Sale Planning
 - Volunteer Acknowledgement
- Membership votes on proposed expenditures (7:45-7:50)
- Nominations and voting for BOD (7:50-8:00)

Minutes from the 4/22/14 Annual Meeting

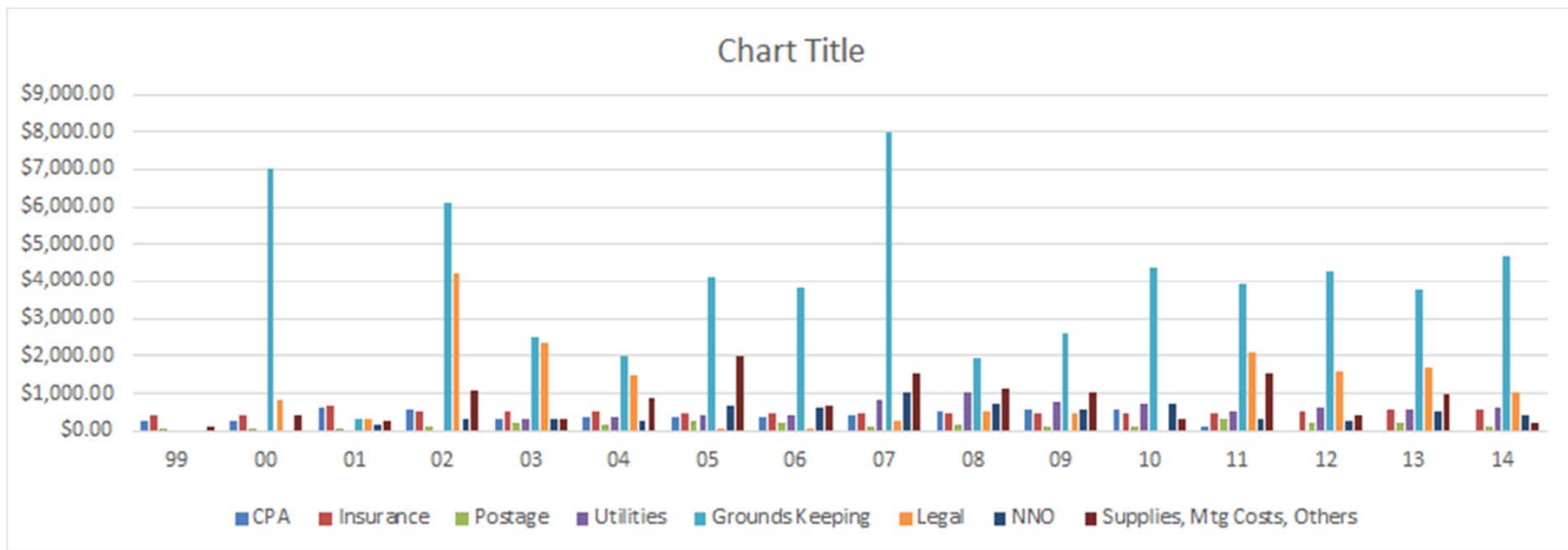
- The 2013 Annual meeting minutes were reviewed. No questions / comments were received.
- Accomplishments from 2013 were reviewed. Mitigation of community concerns regarding the Rowell house were included , although this activity occurred in 2014.
- An overview of the storm drain repair completed by the Santana residence along Persimmon Creek Road was provided. Mr. Santana expressed concerns that the repairs were not conducted to required specifications.
 - The BOD recorded an action to research specifications from the county and determine if further improvements were required.
 - Result: Specifications were discussed with the county and there were no apparent concerns for the storm drain. All drains were surveyed by the county and deemed to be in good condition.

2014 Accomplishments

- All Dues Collected – No outstanding debts from 2014
 - Exception: Rowell House
- Budget Analysis Continues to Provide Leading Indicators for Funds Management
- Storm Drain Repair Completed
- Replaced 2 Trees Along Persimmon Creek Road (includes stump grinding) – Now Planting Red Bud Trees
- Promulgated Animal / Vandalism Alerts
- Yard Sale / NNO
- Financial Committee Favorable Reports



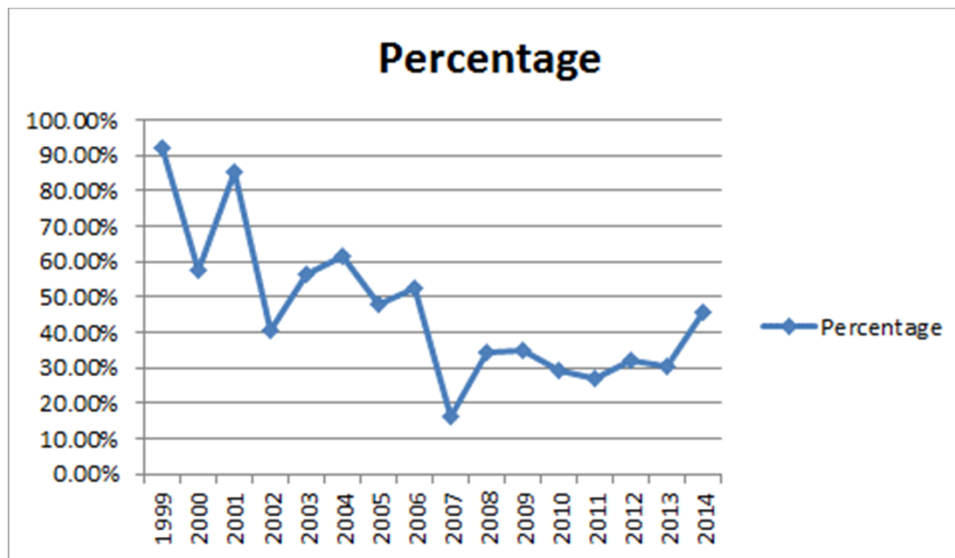
- \$7,000.00 for grounds keeping in 2000
- \$6,100.00 for grounds keeping and \$4,204.09 for legal fees in 2002
- \$3,815.11 in legal fees for 2003/2004 – received \$XXX back
- \$8,811.94 for landscaping in 2005-2007
- \$6,660.90 for work on the front entrance in 2007 – received \$1500 from Marrick to off-set cost



Note: Grounds keeping includes landscaping and costs for storm system repair (i.e., riprap)



Top Chart - management reserve in dollars by year



Bottom Chart – percent of total budget that was allocated to management reserve

Dues Policy / Due Date

2014 Annual Assessment (\$105.00)

- Annual Dues
 - Statements mailed out ~ 1 Dec every year.
 - Due Date: January 31st of the New Year
 - Payment due date / amount communicated through out year.
 - Payment Late Fees Begin February 15
 - \$15.00 + 4.7 Cents per day (18% Annum)
 - Late fee notice and payment reminder mailed out ~ 2 weeks after February 15.
 - 15 days to respond. If no response, Demand letter sent from resident agent (Attorney Fees added to Account at rate of \$200 / hr for any work related to each individual account)
 - If no response to demand letter, claim filed in court.

If you haven't received a dues statement by January 1st, contact us immediately to ensure avoidance of late fees.

2015 Budget Status

Revision Date: 4/4/15	Jan	Feb	Mar	Apr	May	2015 Cumulative Total
Dues Collected	\$4,408.13	\$1,364.81	\$210.00			<u>\$5,982.94</u>
Accounting Fee						<u>\$0.00</u>
Bank Charges						<u>\$0.00</u>
Grounds Maintenance			\$2,200.00			<u>\$2,200.00</u>
Mosquito Control						<u>\$0.00</u>
Drain Maintenance						<u>\$0.00</u>
Insurance						<u>\$0.00</u>
Legal Fees						<u>\$0.00</u>
National Night Out						<u>\$0.00</u>
Office Supplies						<u>\$0.00</u>
Postage/ Post Off Box		\$49.00				<u>\$49.00</u>
Utilities		\$106.21		\$45.07		<u>\$151.28</u>
Annual Meeting						<u>\$0.00</u>
MISC Flags						<u>\$0.00</u>
Beginning Balance	\$8,977.58	\$13,385.71	\$14,595.31	\$12,605.31	\$12,560.24	
Ending Balance	<u>\$13,385.71</u>	<u>\$14,595.31</u>	<u>\$12,605.31</u>	<u>\$12,560.24</u>	<u>\$12,560.24</u>	
2015 Increase in Cash	<u>\$7,033.13</u>	<u>\$8,242.73</u>	<u>\$6,252.73</u>	<u>\$6,207.66</u>	<u>\$6,207.66</u>	

LisaLT:
 2625.00 2015 dues were deposited in Decemember but not shown on the ledger sheet due to the conversion to an electronic ledger... but need to be accounted for in the

260.00 Special Assessment for Storm Drains Included in Balance

PHIA 2015 Budget Projection

• Dues Collection	\$8750.00 (Estimate)
• Grounds Maintenance	\$3600.00
• Insurance	\$600.00
• Legal Fees	\$500.00 (Projection)
• NNO	\$500.00
• Office Supplies	\$25.00
• Postage	\$150.00
• Utilities	\$650.00
• Flags	\$100.00
Projected 2015 Bottom Line	\$2625.00 Surplus

2016 Dues Projection

- No Change Projected
- 2016 Dues \$105.00

Financial Committee Report

Continuing Business

- Rowell House
 - Condition of Property
 - Bank Action Timeline Unknown
- NNO Ideas?
- Yard Sale Date / Advertising
- Volunteer Acknowledgement
 - NNO
 - Financial Committee

2015 Membership Votes Required

- Sandblasting Front Entrance Sign: \$TBD
- Flowers for Front Entrance: \$TBD
 - Need volunteers to plant
- Rip Rap near end of Pastor Court: \$850
- Stump Grinding and Tree Replacement:
 - 2 TBD Locations \$688.00
- Mosquito Control (Estimate) \$1600.00
- Yard Sale Advertising (Newspaper) \$40.00

BOD Nominations

- All BOD members are willing to serve again
 - Current BOD is only 3 people (1 planning to resign)
 - Treasurer and Secretary are formally open
 - Preference is to take on new BOD members and Train for Follow On Years
- An ideal BOD membership is 5
 - Impact of less than 5 members will be potential delays to address issues / concerns

BOD Nominations

- John Gruzenski
- Joan Devlin
- Deborah Prather
- TBD
- TBD

PHIA Website

GO TO:

persimmonhillsimprovementassociationinc.yolasite.com

- Annual meeting presentation and minutes will be posted to website
- Annual dues amount and due date
- Future announcements (NNO, BOD Meetings etc)
- Additional improvements to website are under review
 - Members comments

Backup

PHIA Storm Drain Maintenance



BOD Goals

- Refurbish existing storm drains to preclude consequences of drainage issues.
- 1 drain per year until all drains requiring maintenance are addressed.



Accomplishments

- Refurbished existing storm drain on Persimmon Creek Road near Santana Residence.
- Cost : \$1100
- Start 11/13 : Completed 4/14

2 Flagpole Solar Lights – 300.00

Cost of Electricity – 60 / month

- Estimate 50% of bill is from flag pole light. (total cost per year at \$25 / month is \$300.00)
- Place within 10 ft of flag (not easily reachable)

Projected 10 – 12 Hour Duration

- Use during Daylight Savings Time (Mar to Oct)
- Remove for Winter and Use Electricity

Yearly Cost of Flag Pole Electricity	\$300					
Cost of Flag Pole Lights	(\$320)					
	2014	2015	2016	2017	2018	2019
Projected Electricity Cost (Oct to Dec)	75.00	150.00	150.00	150.00	150.00	150.00
June Install Cost Avoidance (Jun to Sep)	100.00	150.00	150.00	150.00	150.00	150.00
New Solar Panel (\$50)	0.00	0.00	50.00	0.00	0.00	50.00
New Battery (\$25)	0.00	25.00	0.00	25.00	0.00	25.00
LED Light	0.00	0.00	0.00	0.00	25.00	0.00
Cash Flow	-220.00	-95.00	5.00	130.00	255.00	330.00

Warranty Information:

LED Lights: 3 years

Solar Panel: 1 year

Battery: 90 days

Payback in 2 yrs

