

UPLAND GREEN BOARD MEETING – Emergency Transition Meeting
MINUTES

December 17, 2009

Board Members present at meeting: Alicia Hanke, Danielle Perry, Jon Resh, and Pat Swilling Holdridge

Board Members not in attendance: Melinda Baker

Others present at meeting: Marian Harrison (contracted bookkeeper)

Purpose of meeting: To identify and address transition items needed prior to end of Compass contract and 2010 billing/budget cycle.

BOARD MEMBER POSITIONS

Several board positions were discussed and it was agreed to hold some discussion for the January meeting and/or an additional emergency transition meeting.

Architectural Control – open position – This is not an immediate need and was decided to be put on-hold until January. The board will solicit additional volunteers via transition letter.

Block Watch – filled by Jon – Some concern expressed about what this position entails. Jon requested that a brainstorm with homeowners be included on the January meeting agenda. In the meantime, Jon will explore other neighborhood watch programs (Totem Lake Association) for models to build on. Lee sent code for overflow lot to Jon via email.

Community Relations – filled by Alicia – This position will now also cover the website functions that Lee was managing. Lee sent passwords for website to Alicia via email. Alicia will take the weekend to get familiar with the programming of the site.

Treasurer – open position – It was determined that filling this position was an immediate need, due to its essential role during the transition of all financials from Compass to Marian. Based on volunteer forms submitted at the annual meeting in October, it was put to a vote to have Tom Rocomora serve as Treasurer. Tom was unanimously voted in with the commitment that the recordkeeping done by Marian be separate from the handling of money by the Treasurer. Marian will maintain all financial records, stay abreast of board decisions via meeting minutes, will create checks, and will report to the Treasurer. Tom will sign checks and be a liaison to the board.

President – filled by Melinda – The immediate need of leadership during the transition and importance of communication with the board members was discussed. It was decided to further this discussion at an additional emergency transition meeting.

FINANCIAL TRANSFER

Marian, our newly contracted bookkeeper, further shared her role with Upland Green HOA and the transition of financial records from Compass to her. She committed to:

- Clean up the financial records/books, completing an accounting reconciliation to bring us up to speed and ready to move forward, and transferring all data into a rebuilt Quick Books database (this will not be a full audit). Clean up the proposed budget to re-present to the board. It is anticipated that this may be available in January, but certainly by February and will be an agenda item at the February meeting. Anticipated cost \$1,000.
- Prepare and send out January billing on the 1st of January. Anticipated cost \$1,000.

Ongoing costs are anticipated to be approximately \$300-\$400 per month (at \$85/hour).

In order to proceed as planned, Danielle will arrange a meeting at Compass. Danielle and Marian will meet at Compass, with Tom (if possible). Danielle will request an accounting person from Compass be present. Items that will be addressed during the Compass meeting include, but are not limited to:

- Current homeowner mailing list (Marian recommended that the Secretary maintain list from here on out)
- PC and Printer?
- Archived records (includes 4 paper boxes turned over from Tom in March 2008 and electronic Quick Books files)
- Vendor list (for last 3 years)
- Copy of current financial data
- 2008 tax return and support documents
- List of current letters out to homeowners (offensives, arrears)
- List of current collections letters (Marian recommended the use of a lien rather than collections moving forward)
- Request to have mail forwarded to our new PO Box (to be obtained by Alicia)
- Assurance that our last Compass bill is paid in full
- Check payout of remaining operating budget balance

Marian recommended that the three accounts currently held (Chase checking, Chase savings, and Compass Operating), be consolidated into two (checking, savings). These can be maintained via online banking so that she can transfer funds as necessary, while board members can monitor the accounts. She prefers to keep the checking balance low (only enough to cover the bills to be paid) and the savings balance higher to gain interest and reduce risk of fraud. She also recommended that there be three signers: President, Secretary, and Treasurer. Some bills/reimbursements are coming due. If Melinda does not coordinate transfer of checks to Danielle by Monday, December 21, Danielle will order additional checks from Chase to cover the current need.

A transition letter will be drafted by Danielle to be sent to the homeowners. It will include information about the transition and use of a bookkeeper, new contact information (PO Box), dues payment schedule and amounts, announcement of January meeting, solicitation of volunteers for open board positions, list of all current board members, announcement regarding newly voted in Treasurer. The draft letter will be reviewed by all board members and Marian for final comment. This will not be able to be sent out until the PO Box is obtained and the meeting with Compass is held. Marian will create a short address change letter to be sent out to vendors.

MEETING LOCATION

It was put to a vote to continue to hold the monthly meetings at Kamiakin Junior High School in a classroom for a monthly cost of \$26. This eliminates the need to juggle scheduling between locations and keeps the location convenient. The vote was agreed upon unanimously. Danielle will contact the school to book the room for 2010.

ACTION ITEMS

- Danielle – type up transition meeting minutes and distribute to board members
- Danielle – coordinate meeting with Compass (with Marian and Tom, if possible)

- Alicia – reopen PO Box at Trading Post (12/18/09) – get two keys (Marian and Danielle) and make change to web site
- Danielle – draft letter to homeowners and send to board and Marian for feedback
- Marian – create address change letter to send to vendors
- Danielle – if necessary, order small batch of checks from the bank (12/21/09)
- Danielle – book classroom for 2010 meetings

AGENDA ITEMS

January Meeting:

- Block Watch brainstorm
- Fill open board positions
- Report from Treasurer (Marian available as a guest)
- Create committee for by-laws updating
- Communication (board email addresses, meeting facilitation techniques, emergency email vote)

February Meeting:

- 2010 proposed budget