

**STEEPLE RUN HOMEOWNERS' ASSOCIATION
BOARD MEETING MINUTES
TUESDAY JUNE 25, 2019 7:00 p.m.**

In attendance: Arlanda Brantley, Janice Hudson, Steve Kadish, Karen Malcolm, Jill Peterson and Crystal Senyshyn

Absent: Herb LeBlanc

Call to Order:

Meeting was called to order by Steve Kadish at 7:10 p.m. and a quorum was established.

Approval of Minutes:

Approval of the March 27 Board meeting minutes was made via email and the minutes distributed to residents on March 30.

Treasurer's Report:

Janice Hudson presented the final Treasurer's Report for Fiscal Year 2018-2019 which ended 5/31/19; this report is included with these minutes.

A 2019-2020 budget was presented and discussed. Quotes for replacing the decorative wood fencing at the Crystal Lake Avenue entrance have not been received so an estimate of \$1500 was used. Jill motioned to accept the proposed budget after increasing the Mowing/Landscaping expense from \$2700 to \$3000, Steve seconded and motion passed unanimously.

Postcard invoices for the \$85 2019-2020 Dues Assessments have been mailed and are due June 30. As of the 25th, \$3,315 in payments have been received from 39 of our 74 member households (53%). There will be a grace period until July 31; after this date, 1.5% interest (calculated from July 1) and a \$25 late fee will be initiated.

One member household has not yet paid their 2018-2019 dues; a late fee and interest have been accruing and if still outstanding in August, a late notice and lien warning will be issued. The expenses of notification and of the lien will become the responsibility of the homeowner.

The reimbursement policy was clarified; most expenses should be pre-approved by the Board, receipts and invoices should be submitted and copies should be logged for reimbursement.

Architectural Committee Report:

None

Communications Committee Report:

An updated Directory will be distributed after a new family moves into 4208 Steeple Run and their contact information received.

Compliance Committee Report:

Following established protocol, letters of violation will be sent to homeowners who allow their grass to exceed 8" in height and who have trailers in their driveways.

If you have a camper, RV or boat, please notify a board member if you wish to have them in your driveway for a short period for cleaning, loading and unloading before and after vacations.

Child-size vehicles, mini-bikes and golf carts are not street legal and cannot be driven on our Steeple Run roads. Small children are exposed to injury on our roads, especially around the curves; please stress that children should not leave their driveway and enter the roadways.

Landscaping Committee Report:

None

Preferred Contractor Report:

None

Next Meeting:

The next SRHA Board meeting will be held Tuesday August 20, at 7:00 p.m. at 3709 Church Hill Lane. All residents are welcome and encouraged to attend.

Adjournment:

A motion to adjourn was made by Jill at 9:23 p.m., seconded by Crystal. Motion passed.

Respectfully submitted,
Jill Peterson
SRHA Secretary

**STEEPLE RUN HOMEOWNERS ASSOCIATION
AS OF MAY 31, 2019**

Annual Meeting quarterly report:
Fiscal year 2018-2019

	<u>1st Qtr (June - Aug)</u>	<u>2nd Qtr (Sept - Nov)</u>	<u>3rd Qtr (Dec - Feb)</u>	<u>4th Qtr (Mar - May)</u>	<u>Total</u>
Beg Bank Balance	\$ 12,275.79	\$ 17,107.71	\$ 13,764.62	\$ 13,734.08	
Member Dues income	6,135.00	-	140.00	0.00	\$ 6,275.00
Total Expenses	(1,303.08)	(3,343.09)	(170.54)	(1,199.19)	(6,015.90)
Change in Assets	4,831.92	(3,343.09)	(30.54)	(1,199.19)	\$ 259.10
Outstanding Checks					
Ending Bank Balance	17,107.71	13,764.62	13,734.08	12,534.89	
Reserve Fund for Emergencies	(5,000.00)	(5,000.00)	(5,000.00)	(5,000.00)	
Balance to pay future expenses	\$ 12,107.71	\$ 8,764.62	\$ 8,734.08	\$ 7,534.89	

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Expenses by Category

Legal	\$ 10.00	\$ 82.00			\$ 92.00
Administration supplies	-		23.81	103.50	127.31
Annual Liability Insurance	-	1,263.00			1,263.00
Communications	-	-		20.17	20.17
Utilities	203.08	181.21	146.73	138.02	669.04
Mowing/Landscaping	1,100.00	962.57		937.50	3,000.07
Maintenance	-	844.31			844.31
Total Expenses	\$ 1,313.08	\$ 3,333.09	\$ 170.54	\$ 1,199.19	\$ 6,015.90
Outstanding Checks	\$ (10.00)	\$ (23.81)	-	-	