

# **Board of Directors Meeting Montego Bay Civic Assoc.**

## **Meeting Minutes**



November 12th, 2016

### **Call to Order**

President, Mike Donnelly, called to order the regular monthly meeting of The Montego Bay Civic Association at 9:00am on November 12<sup>th</sup>, 2016 and led the Pledge of Allegiance. Attendees were advised that the meeting was being recorded.

### **Roll Call**

Secretary, Bob Landefeld, conducted the roll call. The following persons were present: Linda Herzberg - Vice President, Monica Cofiell - Treasurer, Bob Landefeld - Secretary, Russ Colley, Dennis Julian, Harriet Pilert, Rich Gracy, and Barbra Rayner

Absent voting members were: Johanne Crafton (A2), Kim Box (A1), Lou Jonske, Sr (A1), Bruce Huber (A1)

The President and 9 voting members were present.

Johanne Crafton was replaced on the Board of Directors by Rick Hindle. Mr. Hindle had the next highest vote count in the MBCA board election held in August and has been appointed per the By-Laws.

### **President's Report / Owner Participation / Good of the Association**

President, Mike Donnelly, thanked all homeowners for their participation and opened the floor for discussion.

Things are running smoothly with no major problems.

A representative of Comcast was originally scheduled to give a presentation but he was a “no show”.

A Budget meeting was held on November 5<sup>th</sup>, 2016 to discuss the upcoming fiscal budget. Final adjustments will be made at today’s meeting and it will then be forwarded to all homeowners in January with the dues notice. Final approval will be at April’s Membership Meeting.

Our auditor has advised that the Association should have a professional Reserve Study done. Therefore, a bid will be prepared and sent to 3 management companies. Estimated cost is approximately \$3000. The results of the study will also be discussed at the April Membership Meeting.

The Reserve Study and the audit are required to protect the Association. New laws were enacted in October, 2016 requiring the creation of a Resale Package before a property settlement. In this package, it is now required to have an Association Financial Statement and a Certificate of Insurance.

The new grass cutting contract is also coming up for a bid.

There has been a slight increase in time addressing lighting problems in the community. Our fulltime electrician had to take an extended leave of absence and a part time electrician was hired to keep the lights working. The lights are back to normal and an improvement should be noticed. There were some instances on Beachcomber where the city did some drainage work and tore up wiring in 4 different sections. Mike spoke to the city about the problem.

An e-mail from Melissa Leone was then presented to the Board requesting clarification on certain issues such as the hiring of a maintenance person and bids for grass cutting. Mike understands and appreciates the concerns and input but feels that homeowners should attend meetings to understand the Association’s problems. It was decided that the explanations in the minutes are clear enough and that attendance at meetings would clarify it even more.

An ad has been placed in the local papers to hire our new maintenance man. We have received 4 applications and Mike will begin interviewing next week.

**Rick Hindle made a motion to allow officers to direct hire the new maintenance person. Motion was 2<sup>nd</sup> by Rich Gracy. Motion Passed.**

There was then a brief discussion on the distribution of information for homeowners around the community, i.e. plumbers, carpenters, AC people, etc. It was noted that the Association does not make a single recommendation and there is a rack of business cards in the office. However, it was noted by Bob Landefeld, that there are 2 Facebook pages and a new page called Next Door where this subject is freely discussed among homeowners. Using *Constant Contact*, Bob will distribute this information to all homeowners.

## **Secretary and Treasurer's Reports:**

Bob Landefeld, Secretary, introduced the minutes from the October 8th, 2016 meeting.

**Motion was made to accept the minutes by Harriet Pilert and 2<sup>nd</sup> by Russ Colley. Minutes approved.**

Monica Cofiell, Treasurer, presented for review and approval the monthly Budget Report. A copy was distributed to all officers, board members, and homeowners.

There was a brief discussion on bankruptcies and liens and about homeowners who still have not paid late charges. Dennis Julian stated that it is important to budget for "actual" not "projected" monies coming in. Rich Gracey said anything past due 90 days should be moved to the "doubtful collection" column.

**Motion was made to accept the Monthly Budget report by Bob Landefeld and 2<sup>nd</sup> by Rick Hindle. Report Accepted.**

A review of the 2017-2018 Proposed Budget was then rolled out with explanations on certain items by President Mike Donnelly along with the Officers and Board members.

Among items discussed was the need for a professional reserve study, the hiring of a maintenance worker, increased electrical expenses, and new pool furniture. Other discussed items were the up-and-coming contract renewal for grass cutting, the new pond contract, and the new electrical contract.

The feasibility of adding solar panels to MBCA buildings was also discussed.

There was an open discussion to raise the dues the allowable 10% but the amount was not approved. It was felt that the reserve study should first be completed. An amendment to raise the dues approximately 7% was proposed by Dennis Julian.

The raising of Association dues approximately 7% to \$225 per year was brought to the floor and discussed.

**Motion was made to raise monthly dues to \$225 per year by Dennis Julian and 2<sup>nd</sup> by Rick Hindle. Motion Passed.**

**New budget will be presented to homeowners at the April General Meeting.**

## **Committee Reports:**

**Advisory & Strategic Planning - Bill Trumpler: No Report**

**Architectural & Permit Review - Russ Colley:** Home building continues throughout the community. There are 5 new homes being built in the community and 3 coming in for approval.

In addition to the \$2400 awarded last month for tree trimming an additional \$200 was required to replace a tree removed on Constitutional.

**Budget & Finance - Kathy Trumpler:** No Report

**Bylaws & Declaration - Linda Herzberg:** Changes will be distributed to Board members at December's meeting for approval and then mailed to homeowners for a vote.

**Communication Committee - Bob Landefeld:** Memo was distributed to all Officers and Board members requesting input for the January Newsletter which will be mailed with January's invoices.

**Park and Ponds - Harriet Pilert:**

New signs for the pond are in the planning stage.

Meeting of the Pond Committee will be at Harriet's with Wes Allen of Solitude Management. Presentation will be made at December's meeting.

**Pools & Recreation - Tom Seibold:** No report

**Nominating Committee – Inactive**

**Teller Committee – Inactive**

**Neighborhood Watch - Lou Jonske, Sr:**

New schedules are completed and will be distributed.

**Closing Comments:**

Next Board of Directors Meeting will be December 10<sup>th</sup>, 2016 at 9:00am at the MBCA office.

Christmas Party will also be December 10<sup>th</sup>, 2016 at 1:00pm until 3:00pm at the MBCA office. Please bring unwrapped child's toy.

**Motion was made for adjournment by Rick Hindle and 2<sup>nd</sup> by Russ Colley. Meeting adjourned at 10:30am.**

**Submitted By,**

**Bob Landefeld , MBCA Secretary**

