

Meeting Minutes
Piper Glen Subdivision Homeowner's Association
Monthly Board Meeting
February 6, 2018 - 6:00 PM

1. Call Meeting to Order – by Ranjan Karri called to order.
Absent Susan
2. Approve Meeting Agenda – Ranjan Karri – Greg and Linda
3. Approve Meeting Minutes (January 9, 2018) – Ranjan Karri – small change, Greg motion to approved, seconded by Linda
4. Architectural Control Committee Report – Greg Curran/Susan Denby –
 - a. Resident on 7514 Southport lane requested ACC approval for installing playset in the backyard. The information has been transmitted and ACC will act on it.
 - b. Resident Joshua Gletz on Wentworth Drive sent a detailed report regarding the current and potential damage by beavers in the Polecat creek.

Discussion summary:

Ranjan reported the Issue in respect to Beavers on property owned by John Klemm, not part of PGSA. He also mentioned that we do we don't know if beaver activity has the potential damage to the flood plain and PGSA cannot take any measures to take any action because it's under John's property and any active could have legal ramifications (danger to pets or children in the area). The question is we need to figure out who is responsible. We will write a letter to Mr. Klemm with the resident's report for information. We will also contact our lawyer. OPEN ITEM.

5. Pool Report – Linda Daniels –

Linda let us know she has made arrangements with the club house to commit to bringing the food and beverage cart around on Sat and Sun between 11-2, with the understanding on occasion they may be busy with golf activities. We also have the option that if you have a scheduled private party through the Pool Manager you can contact the golf course to order food for parties of 10 or more.

The pool furniture order has been finalized and will be delivered at no additional costs the week before the pool opening. The furniture and fabric are easily cleaned with warm water and mild soap and is stackable. It has a 20 year warranty on the frames and 5 years on the straps. The total cost was \$19,700. Since we were under budget Linda made a suggestion to proposal to purchase outdoor artwork, cost \$299. Debra made the motion, Greg seconded it. The motion passed.
6. Landscape Report – Brett Maloney we took down the Christmas lights, we might have to replace them next year.

7. Treasurer's Report – Debra Marines copies are available to share (add as attachment)
Mentioned when new dues are going out there will be a 9% fee assessed hose
homeowners with outstanding dues from 2017 are assessed a 9% interest charge. This
was adopted in July 2016.
8. Old Business
 - a) 2018 Budget - Debra Marines PGSA Budget planning worksheet was reviewed line by
line along with the percentage of dues represented by each line item in the budget. The
carry-over is not shown on the current proposal we will rollover whatever is left over
into our reserves. Question from resident where are you on the dues increase? It would
be handy to have an outside reserve, suggest you take a look at raising the dues.
Discussion unless we have something specific to spend it on we will probably not raise
the dues. We are making a conscious effort to build up the reserves. Motion to approve
2018 budget by Julie, seconded by Greg. Approved.
 - b) Accounting line item –Ranjan provided a report on the analysis of the costs to PGSA for
accounting and tax preparation. (See Appendix A).
 - c) Technology Update - Gsuite – proposing 2 emails; cost is \$120 a year. All documents
can be linked to our website. Table this motion to ensure the implementation is handled
well and residents are informed, suggest asking the lawyer. Look to expand and archive.
Report attached in Appendix B.
 - d) Block Representatives – Ranjan - Finalize names and plan to contact with a set of
responsibilities. Linda – if anyone wants to participate let us know. Table until next
month.
 - e) New Resident Welcome Packets – Ranjan - Production plan (schedule to put the packets
together) Linda – if anyone wants to participate let us know.
9. New Business -
Proposal for changes to bylaws – Ranjan would like to see a board term of 2 years he is
going to look at this. Currently for any payment made to vendors there has to be 2
signatures (this is an antiquated way of making payments). Would like to work on fixing
this issue. (solution of possibly sending the checks electronically) We will send a
notification for any resident who wishes to make changes to the bylaws to submit them
to Ranjan.
Announcement of Annual dues - Finalize schedule for sending reminders. Due before
the 1st of May. (put a note on Facebook they will be getting an invoice) – we can add it
to the Newsletter.
Linda wanted to set the Spring Garage Sale Dates – April 27 & 28 motion made by Linda
to set the date, seconded by Greg. Motion passed.
10. Resident Comments/Questions:

Are we familiar with the website "Next Door" you have to sign up for it. (suggest adding it to next newsletter).

Officer Legion – there has been a spike to car burglaries – Show Place 12 is the most current location, gave us a reminder to lock your doors.

Ranjan- there was a comment about used car lot's lights across from our subdivision asked if Officer Legion can make a comment to the owner. He agreed to comment but there was discussion they might be a stable fixture and not able to move them. We most likely will have no control over this issue.

11. Next Meeting: March 6 at Renken Dentistry - 6:00 PM Motion to adjourn made by Greg, seconded by Debra. Motion passed.
12. Meeting adjourned.

Appendix A: REPORT - Accounting/ Tax preparation Services

PGSA line item on Accounting services increased significantly over the last three years. From \$2,766 in 2014 to around \$9608 in \$2017.

Residents requested an explanation for this increase. President and treasurer took on the task to examine what contributed to this increase and to explore any alternatives to reduce the expenses.

The reason for increase is mainly due to the increase of scope of work to a local management consulting firm. The accountant of PGSA responsible to prepare taxes etc. merged with Quorum consulting. In 2017, PGSA decided to contract the following services (see table 1). The only firm that was willing to perform these services was Quorum Consulting. Lock box system of collecting annual dues was also implemented.

Table 1: A summary of activities currently performed by Quorum are listed below:

	Activity in 2017	Amount (\$)
1	Taxes (Preparation of payroll and other federal/state taxes; completion of required forms for submission to government agencies)	685
2	Payroll processing (preparation of payroll and other federal/state taxes; completion of required forms for submission to government agencies)	2305
3	Accounting (monthly reports, bank reconciliation, A/R, A/P, read in new treasurers, process closing statements)	2750
4	Dues Processing (Quick Book updates for homes sales, annual dues processing includes printing, envelopes and invoice generation), post payments, monitor receivables, initiate and process late fees and subsequent notices per PGSA by-laws, address questions as needed)	2390
5	Start-up Lock Box - \$375 (initial set-up costs for establishing lock box processing with Bank of Springfield and overall processes with treasurer)	375
	TOTAL	8505

Other accounting related expenses were

Lock Box Fees - \$475 (Bank of Springfield - includes monthly charge and per item fee)

Postage - \$310 (USPS)

Quick Books - \$320 (Intuit)

Possible alternatives to reduce the expenses:

1. Hire an office manager on part time basis who has the credentials (certificates) to do activities in Table 1.
2. Increase the responsibility of treasurer (paid position)
3. Use cloud based software platform
4. Negotiate with Quorum

Based on the analysis below, it is recommended that the current practice of engaging the services of Quorum be continued.

Alternatives	Pros	Cons
1.	Will provide continuity An office (even if it is virtual for PGSA) Possibility of lower cost	Board needs to monitor Reliability may be in question Availability - given the job market for qualified
2.	Board members may be interested	Skills not guaranteed for treasurers position Conflict between monitoring role as a board member and actually administering Treasurer workload
3.	Explored several choices BUILDIUM demo Easy to use	Does not have all the ability to do payroll processing Passing on transaction fee to residents We will need someone to manage this
4.	Worth exploring	None

PGSA Treasurer's Fiscal Year Calendar

April

May	Input annual dues payments into QuickBooks	
	Add late fees into QuickBooks	
	Send out invoices for delinquent accounts	
	Input dues payments into QuickBooks	
	Process pool payroll, electronic deposits	
June	Approve collections list at Board meeting*	
	Turnover collections list to Attorney for processing*	
	Input dues payments into QuickBooks	
	Process pool payroll, electronic deposits	
	Renew QuickBooks license	
July	File liens on homes with unpaid dues*	
	Update QuickBooks notes with liens	
	Input dues payments into QuickBooks	
	Process pool payroll, electronic deposits	
August	9% late fee added to accounts > 2 years	
	File small claims court for accounts > 2 years or >\$1000	
	Input dues payments into QuickBooks	
	Process pool payroll, electronic deposits	
	IDES filing and payment	
	Annual Workers Compensation audit	
September	Process pool payroll, electronic deposits	
October		
November	Update bank signature cards with new/departing Board members*	
	Update QuickBooks access with new Treasurer	
	Bond all directors with fiscal responsibility	
December	Review Chart of Accounts for updates for upcoming FY	
	Develop initial budget for upcoming fiscal year	
	IDES filing and payment	
January	Present initial budget for upcoming fiscal year at Board meeting*	
	Mail W2s, 1099s, federal, state, IDES payroll tax filings (BA)	
	Review Quorum SOW for renewal*	
February	Review County tax records for new homes, member file moves and update QuickBooks's	
	Update upcoming fiscal year budget with input and present at Board meeting*	
March	Present final budget at Board meeting*	
	Send out invoices for annual dues	

File annual statement
File taxes
Audit financial records **

Daily

Pick up and deliver mail from PGSA mailbox*

Monthly

Approve disbursements at Board meeting*
Process approved disbursements; write checks, enter into QuickBooks
Scan bills into QuickBooks
Set up upcoming accounts payable
Reconcile monthly bank statements
Receive Treasurer's report from Quorum, prepare Board report*
Review Sangamon County records for name and address updates

On Demand

Provide realtors with account statements for closings as requested
Reconcile monthly bills with vendors as needed
Bank deposits as appropriate (within 14 days of receipt)
Update QuickBooks member records as received
Update QuickBooks vendor records
New home invoice/payment processing as required
Input payments as received
Review insurance policies and update as required*
Insurance audits as required
Provide QuickBooks reports
Review delinquent accounts w/attorney

* PGSA Treasurer

** Not done since 2004

Items listed are Quorum responsibility unless otherwise noted

PGSA – Board meeting, February 6, 2018
Technology Updates – Pending Board approval

Proposal – 1 (\$120/year) - G-Suite

Currently there is no system of archiving PGSA email correspondence. Officers of the board have been using their personal email address to correspond and once their term expires all communication disappears.

G-suite is a monthly subscription solution that provides the following:

Email address with the domain name. For example president@piperglenhomeowners.com (Our website domain name is piperglenhomeowners.com)

G-Drive – Ability store and create documents, spreadsheets, forms to create surveys, photos etc. (30GB). This storage is substantial. All documents can be shared publicly or privately with a link provided on our website.

Free applications – Such as Mailchimp, hangouts etc.

Proposed: Two email addresses for a cost of **\$120/year**. One for President (president@piperglenhomeowners.com) and other that can be general office@piperglenhomeowners.com

Implementation: All correspondence will be recorded in either of the two email addresses. The two email addresses can be shared by multiple officers. Other board members will have access to the G-drive. PGSA business emails should be copied to this email address.

Proposal – 2 (Free) - Monthli (www.monthli.com) - Technology tool to expand communication and self-management by residents

Currently we use Facebook for communication and providing a community board for messages posted by residents.

Monthli is a free cloud based platform HOA management (link to be provided on our website) that provides the following functionality

- Residents create their own profile on this platform.
- All statutory public documents (bylaws etc.) can be stored and viewed by residents.
- Events calendar, notification of events
- Notifications can be sent and posted on the message boards.
- Maintenance requests can be managed and tracked through ticketing workflow.
- Functionality of electronic payments of dues (could be explored later).

Board members tried this out. An in-depth evaluation of another paid software platform (Buildium) was also considered aimed at replacing accounting services. The cost was prohibitive and is not capable of replacing accounting services completely