

Country Place Home Owners Association (HOA) Board Meeting Minutes February 5, 2018

The bi-monthly Board Meeting of the Country Place HOA was held on February 5, 2018 at 7:00 pm at the Pioneer Library with four Board members and four members of the community present. Board President Jim Lennarson called the meeting to order. Minutes from the previous meeting on December 4, 2017 were passed out to all those present and approved.

Mr. Lennarson presented Aria's Balance Sheets and Profit & Loss Budget Sheets for both November and December 2017 (attachments 1 & 2). The budget for 2017 was \$37,000 and the Profit & Loss Sheets showed the HOA ending the year with a total income of \$42,391.58. He attributed the year-end net gain to Aria's efforts in increased dues payment compliance. Ms. Rene Sanders presented a financial review report (attachment 3) and gave a very positive summary. She indicated that records were well kept by Ms. Courtney Vieta (former HOA Treasurer), which made the transition to Aria very easy. She noted some discrepancies and determined they were from checks that had not cleared upon year-end in both the beginning of 2017 and 2018.

Mr. Lennarson gave thanks on behalf of the board and community to Mr. Joe Tuttle (former Vice President) and Ms. Courtney Vieta (former President/Treasurer) for their service on the board. Ms. Rene Sanders and Mr. Mark Vieta were nominated to join the board. A vote was taken and both individuals were elected.

Mr. Lennarson gave an update on the irrigation invoices from repairs that have been made over the course of several months. From all the invoices \$6,484.23 has been paid and \$1,019.75 is still outstanding. He is continuing to work with them to resolve these outstanding invoices. Additionally he has come to an agreement with the irrigation company to give us a \$600 credit to be used in 2018 for future repairs/corrections to the system.

Mr. Lennarson discussed with Aria the need for our welcoming committee to receive a list of newly purchased homes with contact information so the committee could reach out and welcome the new homeowners to the neighborhood. Aria sends notices to realtors and they do not always get a response back with the information they request. It was determined that a stronger effort will be needed in order to find and get information about new neighbors (possibly using the Facebook group) and directing that information to the welcoming committee.

Mr. Lennarson reported that most everyone was very pleased with the holiday lighting that was done this year and thanked all of the community members who helped put the lights up. He also recommended that we do the same thing again next year and to discuss plans at the board meeting prior to when the lights should go up.

Mr. Lennarson was made aware of an erosion issue under the inlet flume into the pond at common area A causing the concrete above the pipe to crack and settle. Mr. Tuttle discussed the possibility of a repair that could prevent further damage from occurring. Mr. Lennarson would like to get an estimate for a full repair as well as for a repair to correct the crack and stop further movement of the inlet flume cap.

A community member brought up the issue of moles/gophers. It was discussed that the best solution is to exterminate instead of repelling as repelling just causes them to move to a neighbors yard and they will eventually come back. Mr. Grant Bivens added that he has had success using a trap that features a spring action scissor-like movement that is placed into the ground along a fresh tunnel area after slightly collapsing the tunnel. The trap he recommended is similar to the one found at this link:
<http://a.co/aXb4wXD>

A community member brought up the fountain at common area A. The replacement of the fountain had been tabled at the last meeting due to it being a large non-budgeted expense that the HOA would not be able to pursue in 2017. Mr. Bivens indicated that he would get more details from homeowners that live around the pond to determine a course of action. He also indicated that there might be a more cost-effective alternative to a fountain.

The board conducted an election of officers to fill vacant positions. The board now consists of six board members as follows:

President: Mr. Jim Lennarson

Vice-President: Vacant

Treasurer: Ms. Rene' Sanders

Secretary: Mr. Grant Bivens

Members-at-Large: Ms. Donna Coleman, Mr. Eric Jensen and Mr. Mark Vieta

No other business was discussed.

Respectfully submitted,

Grant Bivens Date: 2/12/18

Grant Bivens, Country Place HOA Secretary

Country Place POA
Balance Sheet
As of December 31, 2017

	Dec 31, 17
ASSETS	
Current Assets	
Checking/Savings	
First Fidelity Bank	19,542.89
Total Checking/Savings	19,542.89
Accounts Receivable	
Accounts Receivable	-682.35
Total Accounts Receivable	-682.35
Total Current Assets	18,860.54
Other Assets	
Security Deposits	200.00
Total Other Assets	200.00
TOTAL ASSETS	19,060.54
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Deferred Dues	189.00
Total Other Current Liabilities	189.00
Total Current Liabilities	189.00
Total Liabilities	189.00
Equity	
Opening Bal Equity	374.03
Retained Earnings	18,942.10
Net Income	-444.59
Total Equity	18,871.54
TOTAL LIABILITIES & EQUITY	19,060.54

**Country Place POA
Profit & Loss Budget Performance**

December 2017

	Dec 17	Budget	Jan - Dec 17	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
Finance Charges	79.90		798.80		
HOA Dues	601.76	0.00	38,783.35	37,000.00	37,000.00
Insurance Reimbursement	0.00		150.00		
Late Charges	40.00		689.93		
Legal Fees	187.50		387.50		
Lien Fees	88.00		1,282.00		
Total Income	997.16	0.00	42,391.58	37,000.00	37,000.00
Gross Profit	997.16	0.00	42,391.58	37,000.00	37,000.00
Expense					
Bad Debt	324.31		703.31		
Bank Charges	33.00	0.00	66.60	24.00	24.00
Charitable Contributions	0.00	0.00	50.00	50.00	50.00
Filing Fees					
Lien Filing Fees					
Lien Filing/Release Fees	13.00	0.00	1,490.00	150.00	150.00
Total Lien Filing Fees	13.00	0.00	1,490.00	150.00	150.00
Filing Fees - Other	0.00	0.00	0.00	0.00	0.00
Total Filing Fees	13.00	0.00	1,490.00	150.00	150.00
Insurance	0.00	0.00	6,819.78	1,900.00	1,900.00
Maintenance					
Monthly Lawn Maintenance	1,350.17	0.00	17,566.79	16,800.00	16,800.00
Pond Maintenance	0.00	0.00	3,371.00	2,800.00	2,800.00
Tree and Debris Maintenance	0.00	0.00	750.00	500.00	500.00
Total Maintenance	1,350.17	0.00	21,687.79	20,100.00	20,100.00
Management Fee	404.00	0.00	4,190.00	5,500.00	5,500.00
Office Supplies	0.00	0.00	119.64	250.00	250.00
Postage and Printing	5.47	0.00	529.38	750.00	750.00
Professional Fees					
Accounting	0.00	0.00	246.00	0.00	0.00
Legal	0.00	0.00	1,012.50	500.00	500.00
Total Professional Fees	0.00	0.00	1,258.50	500.00	500.00
Real Estate Taxes	17.00		17.00		
Repairs					
Entry Landscape Repair	11.33		1,551.83		
Fence Repair	0.00	0.00	450.00	500.00	500.00
Irrigation Repairs	0.00	0.00	-44.00	500.00	500.00
Playground Repairs	145.53	0.00	316.06	250.00	250.00
Total Repairs	156.86	0.00	2,273.89	1,250.00	1,250.00
Special Events	0.00	0.00	0.00	1,000.00	1,000.00
Taxes	0.00		8.06		
Utilities					
Electric	105.41	0.00	1,546.72	2,000.00	2,000.00
Water	164.66	0.00	2,066.48	1,350.00	1,350.00
Total Utilities	270.07	0.00	3,613.20	3,350.00	3,350.00
Web Development and Hosting	0.00	0.00	9.02	100.00	100.00
Total Expense	2,573.88	0.00	42,836.17	34,924.00	34,924.00
Net Ordinary Income	-1,576.72	0.00	-444.59	2,076.00	2,076.00
Net Income	-1,576.72	0.00	-444.59	2,076.00	2,076.00

On January 15, 2018 I traveled to Aria Management in Norman, OK to review the financial accounting of Country Place HOA. I found the books kept by Aria and the account details kept by Country Place officers mostly accurate, with the exception of a few minor discrepancies:

2017 Expenses by CP HOA	41,321.87
2017 Expenses by Aria	<u>42,836.17</u>
Difference	- 1,514.17 = missing expenses in OUR records

2017 Income by CP HOA	42,866.14
2017 Income by Aria	<u>42,391.58</u>
Difference	+ 474.56 = additional income in OUR records

Missing expenses	-1,514.30	2016 uncleared checks	256.11
Additional income	<u>474.56</u>	2017 uncleared checks	<u>1,358.23</u>
Difference	-1,039.74	Difference	+ 1,614.34
		Missing expenses	<u>- 1,514.30</u>
		DIFFERENCE	- 100.04

It seems these discrepancies were primarily a result of transactions that were December 2016 expenses that had not yet cleared the bank in January 2017 and also transactions from December 2017 that had not yet cleared in January 2018. It is my opinion the bookkeeping of all accounts are responsibly and accurately kept by both parties (Aria and Country Place HOA Treasurer & President).

N. Rene' Sanders

N. Rene' Sanders

February 5, 2018

Date