

## **River Crossing Homeowners' Association**

June 5, 2019

### **BOARD MEETING MINUTES**

The RCHOA Board of Directors meeting was called to order at 8:05 pm. Micheal Shelford, Roy Cats, Herb Wallen and Cheryl Milloy were present. Paul Dias was absent.

#### 2019 BOARD OF DIRECTOR ELECTIONS

The following were unanimously elected to serve as Board officers for 2019:

- President – Micheal Shelford
- Vice-President – Roy Cats
- Secretary – Cheryl Milloy
- Treasurer – Herbert Wallen
- Director at Large – Paul Dias

#### REVIEW OF 2019 ANNUAL MEETING

The minutes of the 2019 annual meeting held on May 8 were reviewed.

#### HOA EMAILS

All emails sent to the HOA, including those submitted through the website, will now be directly forwarded to Cheryl Milloy. She will then forward them to the full Board for review and response.

#### TRANSFER FEE INCREASE

As noted at the annual meeting, the possibility of increasing the transfer fee was discussed by the Board. Micheal Shelford made a motion to increase the transfer fee from \$250 to \$500 per transaction. Herb Wallen seconded the motion and it passed unanimously. Micheal Shelford will contact the HOA attorney to put together an addendum (if necessary) for signature by the Board.

#### HOA ANNUAL DUES UPDATE

Treasurer Herb Wallen presented a summary of dues collected for 2019. As of June 5, nine homeowners still owed dues. Herb Wallen will follow up with those who have not paid and check on any cash payments made directly to Peoples Bank.

#### ANNUAL LANDSCAPE CONTRACT

Roy Cats presented the contract for landscaping services for the coming year. The contract language is identical to that of the previous year with one exception. On a temporary basis, the cost of maintaining the area from the pond on 153<sup>rd</sup> street to the guardrail was added. Roy Cats is still working with the Mill Creek Town Center Business Association (MCTCBA) regarding maintenance of the adjoining area on 153<sup>rd</sup> Street. The MCTCBA is meeting in July and will discuss the issue with its membership. Options include having the RCHOA landscape contract continue to cover that work and then billing the MCTCBA unless MCTCBA commits to maintaining the area itself. Micheal Shelford made a motion to accept the 2019 landscape contract. Herb Wallen seconded the motion and it passed unanimously.

#### STREET TREE PRUNING

Recommendations regarding pruning of street trees were included in the Spring letter to homeowners. The Board discussed the possibility of having the HOA take responsibility for managing and paying for street tree pruning. As it is too late in the growing season to prune the trees properly now, the Board will wait for its next meeting to make this decision. In the meantime, Roy Cats will obtain an estimate of the potential costs of pruning the street trees.

SUMMER BLOCK PARTY

There remains interest in the neighborhood for holding a block party in the summer. Micheal Shelford will reach out to a few members who might be able to plan such an event.

HOA WEBSITE MAINTENANCE

The Board has not been able to find a consultant to manage the HOA website and keep it up to date. Micheal Shelford will reach out to a suggested contact and the Board will continue to seek a consultant to manage the website moving forward. Ideally, an updated website will integrate information sharing, email and dues-paying capabilities to reduce the need for paper mailings.

UPDATE RESIDENT CONTACT INFORMATION

Paul Dias has agreed to take on the role of updating the contact list of homeowners, including obtaining current email addresses.

EQUIPMENT/SOFTWARE FOR TREASURER

The Board agreed that the HOA Treasurer role would be simplified with updated software and dedicated hardware. A software program such as QuickBooks will be purchased, along with a reasonably-priced tablet to run the software. These will belong to the HOA and be passed on to each new treasurer.

FINANCIAL FISCAL YEAR

The question was raised at the annual meeting regarding changing the fiscal year used by the HOA (presently the calendar year). The Board discussed this issue and agreed that the fiscal year will remain the calendar year, with calendar year budget information presented to homeowners at each annual meeting.

With no further business, the meeting was adjourned at 8:50 pm.

Prepared and submitted by,

Cheryl Milloy  
Secretary to the Board