

RRHOA Board Meeting Minutes
January 23, 2018

Attendees: Five RRHOA Board Members and the Head of the ACC Committee

Call to Order: 7:00 p.m. by Mike Costello

Minutes of Previous Board Meeting read and approved

Treasurer's Report:

- FY 2017 financial summary was reviewed. Discussions centered on Budget vs. Actual expenses incurred, and what accountants refer to as "material" variances. Due to actions taken at the last Board meeting, overall expenses were \$3,088.95 less than those budgeted.
- Board members recommended that information be condensed for posting on the RRHOA website, such as that displayed below

RRHOA INCOME and EXPENSES: FY 2017

INCOME

2017 Homeowner Dues paid in Q1 2017	\$1,920.00
2018 Homeowner Dues paid in Q4 2017	\$9,070.00
2017 RRHOA Late Fees	\$25.32
2017 RRHOA Property Transfer Fees	\$1,800.00
CD Interest GenFCU 0200 (includes 1x renewal bonus)	\$395.45
CD Interest GenFCU 0201 (includes 1x renewal bonus)	<u>\$387.91</u>
TOTAL 2017 INCOME	\$13,598.68

Comparison of 2017 Budget vs. 2017 Expenses

	2017 Budget	2017 Expenses	Variance**
Administration	\$3,956.00	\$4,358.17	(\$402.17)
Annual Board Meeting	\$2,671.00	\$785.95	\$1,885.05
General Operations	\$3,689.00	\$4,613.55	(\$924.55)
Professional Fees	\$3,000.00	\$855.00	\$2,145.00
Community Relations	\$2,175.00	\$1,789.38	\$385.62
TOTAL	\$15,491.00	\$12,402.05	\$3,088.95

** Administrative and operational expenses incurred, but not in the approved 2017 RRHOA Budget were offset by reducing Q4 2017 expenses allocated under professional fees and the annual meeting.

Cash-Basis Net Income: \$1,196.63

Treasurer Report, cont.

- 2018 Budget Considerations
 - **GenFCU checking account balance FYE December 31, 2017: \$16,161.58**
(Balance reflects Q4 2017 early payment of RRHOA 2018 dues)
 - There are three Yard of the Month gift cards (\$75.00 each) and one \$15.00 Little Pizza gift card that were not used for neighborhood awards during the year.
 - Property transfer fees were \$125.00 in FY 2017. The Board approved lowering the fee to \$75.00 as the cost involved in providing the information is minimal.
 - Board approved monthly interest from the two GenFCU certificates of deposit be deposited into the RRHOA GenFCU checking account, and no longer reinvested.
 - RRHOA laptop repaired at no cost to fix screen display. Board agreed Laptop was obsolete, and there was no need to replace it or pay subscription fees for Microsoft office or Quicken.
 - Estimated allocations for mail box security precautions and new neighborhood activities remain unknown, pending results of a “willingness to pay” survey of RRHOA members.
- Recommend changes to 2018 Budget based on revised estimates of 2018 RRHOA Income are summarized below.

Projected 2018 RRHOA Income (revised)

2018 Homeowner Dues paid in January 2018 (N=14 x \$100.00)	\$1,400.00
Past due 2018 Homeowner Dues to be collected Q1 2018 (N=6 x \$100.00)	\$ 600.00
Estimated 2018 RRHOA Late Fees	\$ 20.00
Estimated 2019 Homeowner Dues to be paid at 2018 Annual Meeting (N=89 x \$75.00)	\$6,675.00
Estimated 2019 Homeowner Dues to be paid Q4 2018 (N=24 x \$100.00)	\$2,400.00
Estimated 2018 RRHOA Property Transfer Fees (\$75.00 x 8)	\$ 600.00
Estimated 2018 CD Interest GenFCU 0200 (11 months)	\$ 220.00
Estimated 2018 CD Interest GenFCU 0201 (11 months)	<u>\$ 220.00</u>
Projected Total INCOME*	\$12,135.00

* Estimates on early payment of 2019 RRHOA dues and 2019 property transfer fees are based on historical RRHOA data.

2018 RRHOA BUDGET (revised)

2018 Income (Projected)		\$12,135
2018 Expenses (Projected)		
General and Administrative		
General Liability Insurance	\$1,320	
Board of Director Insurance	2,110	
Office Supplies	150	
Postage and Certified Mailings	150	
Annual P.O. Box Rental	118	
Copies	100	
2017 Federal Taxes	200	
Rental of storage unit (\$49.00/mth)	588	
Drainage maintenance	500	
Website	100	
Miscellaneous (e.g., HOA survey vote to fund security; returned checks)	1,000	
Subtotal	\$6,436	
Professional Fees		
Legal (Review Changes to meet TX HOA Regulations)	\$2,500	
Legal (Enforcement of Covenants)	500	
Accounting (independent audit)	200	
Other	200	
Subtotal	\$3,400	
Annual RRHOA Meeting		
Facility rental	\$150	
Printing / copies	250	
Supplies	50	
Postage	100	
Door Prizes	200	
Subtotal	\$750	
Neighborhood Relations		
Welcome Baskets (estimate eight)	\$400	
Yard of the Month (\$75.00 x 6)	450	
Holiday Awards (Halloween- \$25.00 x 3)	75	
Holiday Awards (Christmas- \$50.00 x 4)	200	
Newsletter	200	
Other (e.g., HOA survey vote to fund new activities)	324	
Subtotal	\$1,649	
TOTAL	\$12,135	\$12,135

Status of Report on Signs and Security Cameras

- Committee completed an initial internet search on the legalities, costs (installation and monthly operation), and reported value (crime prevention).
- Findings will be summarized, and used as an Introduction to a RRHOA member “willingness to pay” survey on whether or not to proceed.

It was brought up the before the financial pages are posted on the RRHOA website we should have a password protected system where residents are able to log in and view all documents in their entirety, but the general public would not be able to access the financials of our HOA. Gary Adams, the webmaster will be asked to set this up.

Staci Gonzales reported the Hospitality Committee has caught up on all Welcome Baskets for new residents. New signs were purchased for the holiday decoration and Yard of the Month winners. Next Hospitality Committee meeting will be held in February to plan for summer events.

Maintenance and mowing of the area by the ditch that backs up to the RRHOA houses by Pinto Pony and Bulverde Pt was recommended to continue to be mowed as it help keeps the entrance to our HOA looking nice. The ditch at the end of Rangerider will be kept cleared out and the tops of the ditch that run behind the houses on Bulverde Pt and Rangerider will also be kept trimmed by the company hired to mow. Jake Foulke will research companies to be considered for this job.

Lanny Peterson presented the ACC report. All requests presented to them have been acted upon.

Meeting was adjourned at 8:41