

SMMHOA Meeting Minutes

Saturday, April 29, 2023 11:00

Started meeting at 11:10

Members present: Caitlin Kniazewycz, Jordan Shepard, Ken Jacobs, Suzanne Vradelis, Gloria Allen

Also present: Denise Owens, who has expressed interest in joining the Board

1. Confirm safe deposit box closed.
 - a. Ken to double-check with WestAmerica, get rid of payments
2. Joe's boxes of old records? Record retention policy?
 - a. Joe dropped box of HOA records with Caitlin & Jordan
 - b. Suzanne provided details of records to purge
3. Details on transition of billing to RRU.
 - a. Do we have a customer list ready to send to them? Suzanne to send updated list to Stephanie at RRU
4. How to deal with those who are not paying or contacting us?
 - a. SMMHOA still owed \$10,000 as of 4/29/2023
 - b. Low-income residents- HOA does not count as a utility, so there are limits to what services are available from government/social services
 - c. Jordan to follow up with Harris/Summers (sent text 4/29)
5. Review of budget/P&L statement
 - a. Do not have enough cash, will need to adjust rates
 - b. Taxes?
 - b.i. Can't file tax returns from 2021 and 2022 because books aren't accurate (Ken)
6. Create tentative budget and set rate for 2023-2024.
 - a. Discussion of continuing early discount; Board voted to continue.
 - b. Discuss of charge for fees for properties that do not use water system
 - b.i. Per bylaws, they should pay proportionate dues
 - b.ii. Gloria raised motion to bill at 50% of full dues, Jordan seconded, voted unanimously, motion passed
 - c. Double properties

- c.i. Bylaws (Section 6.C.1) indicate second separate living quarters subject to full dues and assessments
 - c.ii. Motion made to charge dues by parcel only (not by number of occupied dwelling units on parcels). Motion by Gloria, seconded by Jordan, motion passed with two abstentions (Ken and Suzanne)
 - d. Rates: \$1200/1260 in 2022
 - e. In order to maintain adequate funds for expenses and to develop savings, Board agreed on dues for 2023/24: \$1300 early bird, \$1400 for late/installment payments; due date July 31.
- 7. How to communicate the upcoming changes to the members
 - a. Denise Owens drafted letter
 - b. Include state of board work, future dues, where the money goes, 15% of past revenue is still overdue
 - c. Caitlin to make first draft
- 8. Summer general meeting date & agenda
 - a. Meeting date Sunday, July 23, meeting at 11, followed by barbeque
 - b. Overview of finances and explanation of dues
 - b.i. \$1300 in dues is basically one month of payment to RRU. Too small a community to absorb the losses of nonpayments.
 - c. Road day scheduling
 - d. Discussion of fundraising for benefit of full HOA
- 9. Old business
 - a. Broken generator- it is repairable, Jordan to look at, check feasibility of keeping in place and running single pump
 - b. PG&E issues

Action Items:

- ! Caitlin to draft community letter.

Meeting adjourned 1:24 pm.