

Berry Hill Estates (BHE) Home Owners Association (HOA)
Board of Directors
Meeting Minutes - 05 Sept 2024

Attending: Ron Wright (President), Christie Key (Vice President), Karen Lund (Treasurer), John Lund (ACC and temp secretary). Guests Dan Harn and Richard Howell.

The meeting was called to order at 7:10 pm.

Previous August minutes were distributed and approved via email.

ACC report: No new submissions this period.

Board representative topics:

- Karen Lund resigns her board position due to personal responsibilities.
- President and Vice President nominated and appoint John Lund to fill the vacant board position.
- Ron Wright resigns his board position due to personal responsibilities.
- Board members nominate and appoint Richard Howell to the board.
- The board unanimously elects Karen Lund to serve as secretary treasurer, and John Lund as President. Christy Key will continue as Vice President.
- The Board would like to thank Karen and Ron for their years of volunteer service, and continuing service, to the neighbors of Berry Hill Estates.

Financial issues were presented during the Treasurers Report and via email. General status of accounts and issues are:

- Reviewed expenses and breakouts by category.
- Monthly and YTD expenses were reviewed.
- No unapproved expenses have been noted.
- Bank accounts and balances were reviewed and were reconciled.
- Checks and reimbursements for approved purchased supplies will be processed during the week.
- 2024 dues collections are progressing. One owner has been served with a demand letter and potential lien on their property for lack of payment. One additional owner remains unpaid and has been served with a lien on their property for lack of payment. The Board members will continue communications for completing collections, including processing liens as necessary.
- The board approves hiring the QuickBooks bookkeeper to reconcile monthly accounts, prepare bills for board signature and payment, and prepare financial reports for the treasurer and Board members. This is a limited step to reduce the workload of the Treasurer, and to facilitate wider interest in future owner volunteerism in operating the HOA. The service is month-to-month and can be changed by the board at any future date.

Board members discussed the following items:

- Efforts to increase volunteerism in the neighborhood HOA.
- Completion of the Pool fencing repair project. Schedule coordination is continuing for the remaining work. The contractor has the list of remaining items to complete/fix and has made additional progress. Hooks for safety equipment are some of the remaining items.
- Volunteers installed the doggie bag station on August 18th. Thanks to everyone involved in this effort!
- Community issues and complaints/suggestions.

The next board meeting is planned for October 3rd.

The meeting adjourned at 8:30pm.