

Wilderness Trails Owners Association Board Meeting Minutes –11/18/2020

Location: Zoom Meeting 7 pm

Board Attendees:

Sandi Aubuchon – President
Rachel Kelly – Treasurer
Joanne Moon – Secretary
David Brown and Steve Haubenriser – Absent

Community Attendees:

Jim Moon, Valerie Conley, Jim Conley, John Barhydt

Call to Order – Sandi Aubuchon

The meeting was called to order at 7:06 PM by Sandi Aubuchon. Joanne Moon seconded.

Joanne approved the 10/21/2020 minutes. Rachel seconded. Meeting minutes from 10/21/2020 were approved as presented.

President's Report

1. Circulating items pending approval
 - No items pending approval.
2. Finance Committee update
 - Reconciliation complete for 2016 to 2020
 - Homeowner statement sample verification is 98% done.
 - The next Finance Committee meeting will finalize the audit.
 - Report will be provided to Board of Directors at the next board meeting
 - Summary of the result will be provided to the community
3. Bylaws Committee update
 - Committee met to coordinate plans for revisions.
 - Next meeting 11/19/20 via Zoom.
 - Teams are working on assigned tasks
4. Roles and Responsibilities
 - Why are these necessary?
 - To better identify what is each board members individual responsibilities
 - Still in development
5. Policies & Procedures for review and approval by the board
 - Why are these necessary?
 - To define how the restrictions guide us.
 - Will identify tasks for specific board roles
6. Continued Collection Policy discussion and agreements by the board are the following –

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- Purpose is to guide the board on enforcing consistent and fair policies concerning the collection of funds owed the association.
- Policy details were discussed.
- Added #9 – Phone call will be made to the homeowner after the first 90 days to discuss past due amount and homeowners plan to reconcile
- Added #10 - Letter of Past Due will be sent to the homeowner via certified mail, every 30 days for a total of 90 more days past due if balance is unpaid and payment plan has not been agreed between homeowner and board.
- #11 will be inserted after the board evaluates, designs, and agrees on an appropriate process for initiating a lien on the delinquency of a homeowner who has a balance owed the association.
- See revised collection policy attached

The community attendees were asked for their feedback on the collection policy and the process for collecting past dues from the community –

- Current A/R report shows only one family has provided a payment plan since the distribution the beginning of November
- Current policy allows homeowners who have set up a payment plan and continue to pay monthly as agreed will be exempt from accruing interest.
 - John Barhydt, Valerie Conley, and Jim Moon disagree with bypassing the bylaws requirement for interest.
 - Joanne Moon continues to dissent.
 - Valerie suggested a lesser interest rate for those on a payment plan rather than an abatement of all interest.

7. Lien Policy

- Lien process will be added to the Collection Policy as soon as the board reviews past payment process for individuals with a balance and come up with a standard for all.
- Joanne Moon suggested a dollar amount (\$1000 was proposed) as well as a specified nonpayment period or amount as a trigger to apply a lien.
- Board to consider making phone calls to those with the delinquency amount that meets the criteria set by the board.
- The board needs to agree on a threshold for starting the phone call and lien process.
- Compare the A/R report to payment history to develop criteria for lien application.

8. Salt/Snow removal procedure

- HLS sent an agreement for 2021 and will continue as before (salt at their discretion, plow at 2 inches accumulation, and every 2 inches after that).
- Sandi will call Kings to request that they continue to notify HLS if they evaluate Wilderness Road needs to be salted for ice or plowed for snow before HLS has acted.

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- Sandi will call HLS to notify them of the new board members who are authorized to call them out to address slick spots.

Financial Report

1. Statements distributed
 - Statements were sent the first week of November.
2. Response from 90 days overdue statements and payment plan mailing
 - Only one payment plan has been submitted so far.
3. A/R Summary to date
 - Five households are near or over \$1000.
 - Balance is over \$15K
4. 2021 Budget process
 - Board is gathering information to establish a 2021 budget
 - QuickBooks has a budget function.
 - Rachel would like feedback on the format.
 - 2019 and 2020 totals provided for review.
 - Consider changing to a cash basis for the income reporting at the end of the year.
 - Consider comparing the accruals (statement invoice amount) versus actual cash deposits.
5. Waste Management Bill adjustment outcome
 - October bill was lean due to the overpayment for September bill and new agreement with a lower monthly total - about \$84.
6. WTOA credit card for bills such as PO Box and Google Domain, etc
 - Board needs to vote on applying for the card and obtaining
7. A/R at ~\$15K
 - Concern is the high amount currently owed to the association - ~\$15K – with no attempt from homeowners to agree to a payment plan or pay off their balance.
 - The A/R report has shown a past due amount as high as \$22,000 in 2016.

Supplementary Report

1. David was absent and provided report to Sandi
 - Culvert on Wilderness Road - bids are still being solicited and collected by David.
 - A civil engineer will be hired to look at the culvert and provide specification based on the importance of the culvert to the community as the main road for the access for the residents.
2. Responses from Eureka Lawn Care and HLS Properties for 2021
 - Renewal contracts at the 2020 cost will be submitted.

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Secretary Report

1. Items left near the dumpster
 - Books were taken to the Agape House charity
 - Chairs were well used. They were broken down and put into the dumpster.
 - Use Facebook to advertise items to be given away
 - Blocking access to the dumpster may result in extra charges or trash not being picked up

A notice will be added to the meeting minute email to remind residents of the trash rules.

2. The bonfire ashes were cleaned up by someone. Many thanks!
3. Only two homeowners expressed interest in the large item trash container.
 - a. Will plan for the spring with a longer lead time.

New business

St. Bridget in Pacific is preparing a Thanksgiving meal for the community. The Kelly's have offered to order, pick up and deliver. Orders must be placed by 11/23. Rachel will reach out to the Neighborhood Aid committee for suggestions on those who might benefit from receiving a meal on Thanksgiving.

Next Meeting Date

TBD.

Adjournment

The meeting was adjourned by Sandi Aubuchon at 8:19 PM, and seconded by Rachel Kelly and all present.