

SWHOA Board of Director Meeting Minutes
9/9/2017

1. Called to Order

Martin Salazar called the meeting to order at 9:00 am.

2. Attendees - Melissa Martinez-Carrasco, Karen Mueller, Martin Salazar

3. President's report- no report on agenda items given.

4. Secretary's Report-

o Approval of Aug 28, 2017 meeting minutes completed via email. Approved by Martin Salazar and Melissa Martinez-Carrasco.

5. Treasurer's report- No report. Meeting not scheduled for Review of Monthly Financials

6. Old Business

- **Declaration changes**

- o Discussion on Declaration changes and preparation for Special Member Meeting, as well as ensuring we are prepared for 9/11 Q&A Session at the Park.
- o Melissa reported that due to the hurricane, she is working mandatory overtime and will no longer be able to attend. Karen agreed to review the Declaration changes that Melissa was slated to review.
- o Some discussion about what all should be presented/addressed at the park. Need to keep the discussion focused on the Declaration Changes and not talk about individual violations or past occurrences.
- o Agreed to review everything else besides parking first and save parking for last. Martin is also working overtime and will not get off until 7pm, so that works well since he's reviewing the parking changes.
- o Martin questioned if changing the parking rule to the odd/even month would affect the number of spots available. Karen reported it is fairly even other than maybe a fire hydrant etc on some.
- o Karen brought up that since the ACC Design Guidelines do not require a member vote, should we still review them with members at Q&A Session. Martin suggested that we just talk to the part of the ACC Design Guidelines that are changing.
- o Karen mentioned that for 5.6 there was too much text highlighted in green. The only thing that really changed was "landscaping maintenance standards for each lot" and "compliance for all lots". Martin questioned what are the maintenance standards. Karen reported these are the details outlined in the ACC Design Guidelines. Agreed that we would keep it as concise/minimal as possible to ensure we have time to discuss parking. E.g. by Martin grass length changing from 4" to 6", etc. Melissa suggested we start the meeting with what we are NOT going to discuss. Ie. Non HOA oversight areas, such as backyards; individual homeowner violations/issues, etc.
- o Martin agreed to send his plan for review of Parking changes to BOD for review.
- o Karen to complete re-typing of ACC Design Guidelines, since we only have a PDF.

- **All other old business items on the agenda were tabled due to time constraints for BOD caused by hurricane duty.**

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NEW BUSINESS

Martin reported that Trio is going to require a certificate of insurance from all regular vendors. For one-time vendors, they are ok with just a W9. Martin suggested that we add additional funds to petty cash so that we are directly able to pay for small repairs/jobs. BOD members would still need to get approval from rest of the board before spending from petty cash. Martin also suggested we get an ATM card again. Karen disagreed, citing that makes it too easy for people with the card to spend without approval.

Melissa questioned what budget line item the petty cash would come from. Karen reported there was a line item with \$50 per month that was no longer needed due to HOA doing the item as volunteer. Martin prefers to use petty cash only for paying vendors, and not for small incidentals needed. Karen disagreed that petty cash should not be used for incidentals, as that is typically what petty cash is for.

Melissa questioned how long the current petty cash lasted us. The \$125 for the marquee board and the sale of the MAC book lasted about 6 months, with \$98 of it going to marquee board and \$80 going to an Invoice to Mueller Electric. Melissa agreed that petty cash should also be for incidentals, but because it is a bit of an unknown maybe for the rest of the year we could try using petty cash only for vendors and BOD members can use their own credit card to purchase incidentals. Karen did not agree that BOD should be expected to use their own funds and wait for reimbursement. Martin and Melissa were ok with using their own funds and waiting for reimbursement. Karen requested that if we are not going to use petty cash for incidentals, please do not make her volunteer job harder by making her request light bulbs 5 times or wait forever to get paper so that it then cuts down on the amount of time she has to accomplish the task at hand.

Martin continued to say that he would prefer to provide his own personal credit card to cover incidentals. Karen did not agree to use someone else's credit card. Melissa suggested request \$400 and set aside \$100 for incidentals. Martin agreed to go with whatever was decided as he had to go back to work. Karen made a motion to request \$500 in petty cash to be used to pay individuals for small repairs, as well as incidentals that may come up. Melissa Martinez-Carrasco seconded.

Melissa questioned what happens if we deplete petty cash within a few months. Karen mentioned that for bigger purchases we can use online purchases which Trio can pay for, so that we can hold on to petty cash as long as possible. Melissa suggested any incidentals over \$50 should be sent to Trio to be paid vs using petty cash. Karen agreed. Since there was some frustration, Karen requested that Melissa instruct Martin to ask Trio to provide the \$500. Melissa mentioned the frustration maybe be coming from the fact that he may have insight into what Trio is concerned about. Karen indicated that if he has that insight he should be sharing that with the other board members.

8. Next Board of Directors Meeting- not scheduled

9. Meeting Adjourned – 954am