

Smokler Truesdell Homeowner Association  
for  
Parkwood Estates

March 12, 2019 Meeting

**Meeting called to order** by President Roxanne Henke at 7:00 pm EDT

**Present:** Ruthann Bruce, Mike Cappuccitti, Jeffrey Hall, Robert Fortune, John Kouchokos, Joshua Miller, Dennis Nagy, Laurie Gilbow

**Absent:** Robert Birch, Ryan Miner

**February Minutes:** February minutes were read aloud for the attendees. Voted to be approved.

**Financial Report:** Robert Fortune wrote a procedure for Annual Financial Review updated from the current one which Rick Pidsosny had authored previously. Robert also presented a list of materials or documents on a check list sign-off sheet for the reviewer to use. These will be voted on at the next board meeting in April. Jeff Hall volunteered to be reviewer for the 2018 financial year.

Robert demonstrated with a summary sheet that for the year 2018 accounting for income, expenses and bank balance through the year tallied to the same amount as the final bank statement for the year.

Robert noticed on the bank statement a fee of \$16.80 he did not recognize. When he asked the bank personnel about it he was told they did not know the reason for it but would look further into the reason.

\$43.68 expense on the financial report for mail box repair should be temporary and removed after the snow plow company reimburses our HOA for the damage to the mailbox incurred during a snow plowing event.

Dues paid this year so far reached 93% of households in our HOA. Briden will send second notices those 7% unpaid households with reminder of the \$25 late fee in effect.

**Parks:** The Board voted to not renew the contract services for the current snowplow (and grass cutting) company subsequent to some plowing performance issues. John presented bids for three of companies he deemed likely candidates for new contract for snow and lawn service. Information John distributed to members compared costs for grass cutting, fertilizer, clean up and for snow removal and possible salt application. The vote awarded Eager Beaver Company the contract for snow and lawn service starting this spring ( 2019).

For the play structure planned for Blue Mountain Park, including area border and installation cost quotes were reviewed. Cost for mulch to fill inside the border needs to be quoted and added for overall cost of the project and discussed at the next meeting.

Volley ball poles and nets have been quoted for two sets, one for Winter Park, one for Blue Mountain Park. John said these would sets provide for removal for winter storage which prolongs their remaining in good condition. John said due to the configuration of Loveland a suitable location therein for a Volley ball 'court' area is not available. Entrance signs for our Subdivision have been voted on to be light grey brick with dark grey coping ( planter edging). Lettering board color and letter color and style to be decided at next meeting.

**Easter Egg Hunt and Coloring contest:** The April 14, 10 am event will be announced in the newsletter along with the pictures available for coloring contest entry. Roxanne reported that the plastic eggs and contents for them and materials for prizes have been procured; assembly of baskets and filling the eggs will be done soon.

Pilots who can facilitate the marshmallow drop at the “egg hunt' event have been contacted and looking forward to one of them arranging and making the flight, of course 'weather permitting'.

**E-mail security:** Fake emails sent to board members purportedly from other board members has prompted improved security measures for the board.

**Road Improvement Program:** Robert Fortune reported about the letter the Township sent regarding the Road program with resident contributory participation. The 2019 projects have been decided. For 2020 program projects four forms are required to be filled out and submitted within three weeks but it appears that 51% of residents involved are to sign agreement including agreement to paying for the percent of the project according to the program payment participation table. This is impossible timing for such a task even if what streets needed to be repaired by this program were decided. Residents will be asked to relay to us what they have understood about this payment contribution program and which street should be candidate if any for the year 2021.

Meeting adjourned at 8:45 pm EDT.

Next meeting scheduled for April 9, 7 pm EDT in Room E, lower level of Canton Township Administration Building.

Attached Procedure for Annual Financial Review --proposal

## **SMOKLER TRUESDELL HOMEOWNERS ASSOCIATION ANNUAL FINANCIAL REVIEW PROCEDURE**

Section 1. Purpose. The homeowners association wants to ensure that association finances are administered in a way that protects our Associations funds from misappropriation and ensures no impropriety or appearance of impropriety. The Association By-Laws state that an annual Financial Review will be conducted.

Section 2. Financial Review Appointee. The association board shall select a board member(s) who is not Involved in keeping financial records or having HOA banking authority.

Section 3. Materials to be provided 1) Financial Reports provided to the board, 2) board meeting minutes, 3) Annual budget, 4) copies of bank statements for the beginning and ending of the fiscal year, 5)Annual Financial Review procedure, 6) List of assets purchased along with a summary of liens and discharges of liens made, during the fiscal year. All materials will be provided by the Treasurer by second week of February.

Section 4. Key Review Elements. The Review will include but not be limited to: 1) Reconciliation of the beginning and ending bank statements. 2) Verification that all expenses were budgeted or approved in board meeting minutes..

Section 5. Review Timing. The review is expected to take approximately 30 days: therefore results of the review shall be presented to the association board at the March board meeting.

Section 6. Report to the Board. Results of the Review will be reported to the board in writing.

Section 7. Retention of Annual Reviews. The report shall be forwarded to the Recording Secretary by the Treasurer. The Secretary shall archive the report. The report shall be posted on the association website.

Section 8. Record Retention. Copies of this procedure shall be maintained as described in “Creation, Approval and Amendment of Board Procedures”.

Section 9. Publication and Notification. Notification and availability of this board procedure shall be done in accordance with “Creation, Approval and Amendment of the Board Procedures”.

**Smokler Truesdell Homeowners Association**  
**Annual Financial Review for Fiscal Year \_ \_ \_ \_**

**Materials Provided:**

1. Annual Budget.
2. Bank statements beginning and ending of the fiscal year.
3. Monthly financial reports.
4. Financial Ledger.
5. Checks written.
6. Number of liens \_\_\_\_\_ and discharges of liens \_\_\_\_\_ with associated costs
7. List of assets purchased.
8. Annual Financial Review Procedure.
9. Board meeting minutes.
10. Verification that all expenses were budgeted or approved in board meeting minutes.

**Reviewers:**

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Print name

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Signature

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Date

**Comments:**

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