

Ennisbrook Community HOA Board Meeting 08/16/21

Wednesday August 16, 2021

6:00pm

HOA Board Meeting

Attendees: Paul Allen (President), Jamie Ralston (Secretary), Anne Francissen (Treasurer), and Jennifer Lalk Thomas (Director at Large), Michael Dubas (Beacon Management)

6:06pm Meeting Initiated

Reserve Study:

- Reviewed the need for several updates to be completed by Rays Engineering including:
 - Update the cost and funding recap: The annual contribution in 2020 was \$23,487 not \$111,800. The budgeted annual contribution for 2021 is \$24,638.
 - Show a graduated reserve contribution increase over several years
 - Update the repair timeline to show recent repairs (i.e. drainage retention project, playground upgrade, and playground fence replacement)
 - Update large expenditures with recent repairs completed (i.e. street repairs)
 - While the Board inquired about various funding options, Ray's Engineering is only able to provide a fully funded reserve recommendation.
- Tennis Court Repair Review:
 - Current tennis court repair plan outlined in the Reserve Study has ~\$110k in repairs scheduled over the next 10 years to try to prolong the current life of the tennis court as long as possible before full replacement.
 - Beacon's recommendation would be to complete a larger repair that will extend the life of the tennis courts or consider a complete replacement for ~\$70k vs small minor repairs that would incur more cost long term.
- Exterior Perimeter Fence Repairs/Replacement Review:
 - Current study requires the community to save \$18k a year over the next 3-years to support fence repairs and/or replacement
 - To prolong the life of the current and any future fence repairs, homeowners need to help maintain fencing in their yards (i.e. remove vines)
- To help the community understand the need for a dues increase, the board /management will show the schedule of repairs over the next several years, the money needed to complete the daily maintenance and prepare for capital reserve quotes.
- Call to Action:
 - Jamie: Send Michael Brandon Opsina's contact information for support on the requested reserve study updates.
 - Paul:
 - Send contact information for the street repair company & retaining pond repairs
 - Secure new street repair quotes
 - Secure pool repair quotes for pool resurfacing

2022 Budget Process:

- Beacon prepared a draft 2022 budget recommendation that will need to be finalized by October 29th. Ideally, the Board can review and approve by October 1st.
- Due to inflation and/or increased costs incurred in 2021, the budget for the following areas was increased for 2022:

- Legal fees: Adjusted from \$2400 to \$5400 (PrYTD Actuals were ~\$9726)
- Landscaping: Budget accounting for a 5% increase from \$16,869 to \$17,712 due to rising raw material, fuel and labor costs. The community did see a change in costs between 2020 and 2021. Opportunity to review current contract and pricing terms.
- Pine straw: Increased from \$1000 to \$6,050 (PrYTD Actuals were ~\$2475)
- Pool costs are higher due to COVID sanitation procedures. Reviewed the opportunity to remove the \$3000 sanitation charge but was declined due to concerns with liability.
- Gate repairs: Increased from \$1352 to \$2400 to account for repairs and maintenance (PrYTD Actuals were ~\$3420).
- Action Item:
 - Michael: Increase tree removal to \$1800
 - Paul to connect with Dave at DC Pool

Notice for Assessment:

- Per the bylaws, up to a \$500 assessment could be taken per year.
- Based upon the gap of ~\$15,000 in the maintenance fund the Board is recommending a one-time special assessment.
- Motion to approve the Special Assessment Letter written by the Attorney:
 - Aye: Jennifer, Anne, Jamie, and Paul
- Action Item:
 - Michael to update the date on the assessment letter and send out the notice to the community
 - Anne and Michael to prepare a brief overview of the unexpected repairs and costs that the community incurred in 2021 as well as what is being done to address these expenses in the 2022 budget plan.

Annual HOA Board Meeting:

- To be scheduled for Sept 29, 2021 from 6:30pm-7:30pm
- To control cost and secure the greatest number of attendees the meeting will be hosted virtually.
- Topics of the meeting to be solidified but will include 2022 Budget Review and voting on 2 available Board positions.

Supplemental Workers Compensation policy:

- Motion to vote to implement workers compensation insurance. This policy would take the liability should an accident occur where a community volunteer or vendors employee is injured in the community and can't work.
 - Aye: Paul, Anne, Jennifer
- Action Item:
 - Michael to request the policy be created and secure appropriate board signatures as needed

RMS Rental Management Agreement

- Reviewed the leasing administrative services RMS does for the Community including notification and assisting with lease violations, leasing fee collections, and rental monitoring.
- RMS contract is up for renewal and pricing has increased from \$199 to \$249.
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- This fee will be passed through to the landlords themselves, and there will still be zero net cost to the association to be paid.
- Motion to renew RMS contract:
 - Aye: Paul, Jamie, Anne, Jennifer
- Action Item:
 - Michael: Determine if RMS invoices the landlord or the community who is reimbursed by the landlord.
 - Jamie: Submit signed RMS contract

Review and Approval for July Meeting Minutes:

- Motion to approve:
 - Aye: Anne, Paul, Jennifer
- Michael: Upload meeting minutes to Vantaca

Recuperating Late Fees from AT&T:

- Michael agreed that Beacon will reimburse the community for AT&T late fees. Automated draft is now in effect.
- Action Item:
 - Michael to apply a credit/ reimbursement to the Ennisbrook Community

Jennifer left meeting at 7:40pm

Applying Nationwide Insurance Settlement to Future Clubhouse /Pergola Repairs:

- Funds from the Nationwide Settlement are currently in the bank account but not yet applied to a repair. If we do not apply this money to a repair for the Clubhouse area there may be tax implications. Opportunity to review again when the full board is in meeting.

Meeting Adjourned 7:52pm

Items to review with the Board offline or in next meeting:

- Q3 Community Newsletter
- Ennisbrook Project Workflow