

The Glen at Tamiment POA
Board of Directors Meeting
February 17, 2020

In Attendance: Joe Bellantoni (via telephone), Sam Phillips (via telephone), Cindy Toscano, Adam Johnson, Roman Shevorykin, and Tiffine Parrett.

A. Johnson called the meeting to order at 3:05 pm.

A motion to approve the minutes of the January 18, 2020 meeting was made by A. Johnson and the motion was 2nd by J. Bellantoni. The motion passed unanimously.

Financial Report - R. Shevorykin

Firstly, I would like to thank Joe, Adam, Cindy and Sam for giving me this opportunity to serve the community and make a positive impact, as well as Ron for his hard work and diligence during his tenure as Treasurer and throughout the transition. Going forward, I would like to introduce a slightly different format of the regular Treasurer's report, which will include a short narrative summary along with details and a visual representation of the most significant items driving Revenue and Expenses, including a view of year-over-year differences in the top drivers.

Summary:

In 2019, we received total revenue of \$722,195, which was \$15,562 lower than 2018. The difference was driven primarily by an increase in delinquent accounts and a reduction in transfer fee income, offset by greater collection of back dues and violations. Total expenses for 2019 were \$643,668, which was approximately in line with 2018. However, it is important to note that administrative and security payroll expenses were significantly higher in 2019, due to required overtime and training pay as part of the various staffing transitions we experienced in 2019. Fortunately, road repair expenses were nearly non-existent in 2019, which helped offset the increased payroll expenses. Overall, 2019 was a strong year with revenue exceeding expenses by over \$78k, which is a very positive outcome.

Looking ahead to 2020, our primary areas of focus will be: 1) collection of current and prior years' delinquent accounts, 2) improving staffing efficiency/scheduling, and 3) keeping expenses low while investing in our community.

R. Shevorykin is going to work with NEPA and Tiffine to straighten out the past due accounts as collection of monies owed the community is a primary focus for this year. The 2020 prepaid dues are not reflected in the above report as this is for fiscal year end 2019.

A discussion over the allocation of surplus \$78,527 year end funds ensued. **A motion was made by J. Bellantoni to allocate the funds as follows: \$18,540 earmarked transfer fees to the capital reserve account, \$25,987 to road reserve account, \$20,000 to building reserve account, \$4,000 to the cash account, and \$10,000 in credit towards 2021 dues divided among all homeowners in good standing who paid their 2019 dues in full and the motion was 2nd by R. Shevorykin. The motion was passed unanimously.**

Property Managers Report - T. Parrett

T. Parrett updated the board on Saturday office hours. This month the office assisted 5 residents during the 4 hour period. Tiffine will be working the second Saturday in March from 8 am- 12pm and the board will evaluate the viability of continuing this in the future.

The needed repairs to the heating system in the clubhouse have been completed. In addition, First Alarm was able to make repairs to the damaged gate arm. The office copier lease is up for renewal and by signing the new agreement, we will be receiving a new machine for the same cost.

T. Parrett has begun the collection process of 2020 dues by deactivating access cards but is still waiting for NEPA to send out ten day notification letters. As of today she has collected \$6193.31 in late payments. T. Parrett identified proper allocation of late payments towards interest and fees. It was suggested that we communicate again to residents that late payments made on a payment plan will result in specific extra charges.

The recycling area is still an ongoing magnet for illegal dumping. Rather than saving us money by reducing the tonnage of the compactor it continues to cost the community more money. T. Parrett presented two quotes for potential solutions, both which will continue to add to our community costs including pouring a concrete pad and running electric for what would essentially be a recycling compactor. Further discussion on potential solutions is tabled pending research into the current contract with Waste Management and the state regulations. Other communities in the township are not offering recycling.

The gatehouse software is outdated per the company representative for TEMS and will not be supported much longer. T. Parrett presented the prior 2018 proposal from the company for upgrading the system along with their recommendation to switch to a cloud based management system. The board is currently researching the potential future status of the gatehouse as a prior agreement with Wolfington giving us perpetual rights to that area is under question. For right now, we are tabling any purchase of upgraded or new software pending this research.

T. Parrett will provide the board with the current security SOP manual, employee handbook, the weekly security schedule, and payroll reports

Design and Review - A. Johnson

A. Johnson offered to fill in and provide support to the committee in Sam's absence and the board thanks him. It was noted that there are several CCR violations in the community that need to be addressed, including the number of cars that our regulations allow on a property which is clearly stated to be a maximum of 3 on any lot. The complacency and lack of accountability that historically has been shown by security in issuing citations for code enforcement violations is being addressed.

Staff Key Performance Indicators - C. Toscano

Accountability and incentivizing performance starts with clearly defined key duties. We are working to put these in place for all employment categories. The community deserves value for the money we are spending.

Web Development and Tech Upgrades- R. Shevorykin

R. Shevorykin is investigating a new layout and design for our community website and will see what our ISP provider PTD can offer. He suggested creating a board email account, a board google account, and asking the community to submit photos for inclusion that represent life here in our community. T. Parrett will provide the current info we have from our web host. C. Toscano will donate a webcam for ease of video conferencing.

A motion to formally close the executive session was made by R. Shevorykin; the motion was 2nd by A. Johnson. Meeting adjourned at 5:00 pm.

Respectfully submitted by,

Cindy Toscano
Secretary
Glen at Tamiment Board of Directors