

# STONEGATE BOARD MEETING MINUTES

Date: June 17, 2021

Time: 6:30 p.m.

Facilitator: Robert Gelley, President

## In Attendance

Robert Gelley -President

Karen Rimmer - Vice President

Rick Madden - Grounds

John Soto - Communications

Veronica Devese - IT

Nola Nickolette - APM Community Association Manager

## Approval of Minutes

The minutes from the board's previous meeting was emailed to all prior to this meeting. Rick moved to accept the minutes as sent. Karen 2<sup>nd</sup> the motion. - Minutes from previous meeting were approved.

## Introduction

The board president introduced Nola, from APM, who will sit in on meetings with the board as outlined in the management contract. Nola entertained questions:

1. How to pay for things that require a credit card? Answer is that APM does have a credit card that it can use to pay for things that absolutely require credit card payment only. Specifically, either we should send the invoice for things to Nola, and she will facilitate getting it processed through for payment via a check OR we can pay for things that have been approved for payment, and send the receipt to Nola who will then facilitate a reimbursement to the payee.
2. Rick informed APM that he is still managing the day-to-day oversight of the landscaping and wanted to be sure that this was O.K. with APM and that they were keeping in touch with one another on the landscaping. Nola responded in the affirmative. She indicated that Rick's daily oversight was actually needed and appreciated, as that is still his job.
3. Karen indicated that she had been having issues with getting logged into the administrative side of the portal in order to approve things - But, said that she was on schedule to meet with someone from APM (virtually) to get it resolved

on 6-18-21. Nola affirmed that she would make sure to follow up to confirm Karen's access is taken care of.

4. Bob inquired about the Covid-19 guidelines for HOA meetings now that much of the restrictions have been lifted statewide. - Nola confirmed that ALL restrictions around having HOA meetings have been dropped and that regular meeting can now be scheduled, but she cautioned that we still want to practice social distance.

Nola also suggested that we could have our Law Firm Kaman and Cusimano, facilitate our annual meeting at a cost of \$300 to \$400 dollars. Bob motioned that a vote be taken (2<sup>nd</sup> by John) - motion approved. Vote was taken - **Unanimous decision NOT have Kaman and Cusimano run the annual board meeting.**

## Board Reports and Discussion

1. President
  - a. Solicited discussion and vote on a formalized policy for temporary parking of boats, RVs and Campers and requested input from APM. If the board receives a report of a camper, RV or boat violation APM will be notified and will address the situation.
  - b. The current bylaws have all terms for all board positions running concurrently and expiring in 1 year. THIS MEANS THAT ALL BOARD POSITIONS ARE UP FOR RENEWAL THIS YEAR. Bob suggested that we amend the bylaws to allow for staggered, tiered expirations of positions. Everyone agreed this should happen. APM agreed that we need to do a ballot initiative to have the residents vote on this and expressed that it will have to pass by 80% in order for us to make the change.

Nola also suggested that if we come up with any other things we would like to change in the bylaws; this would be a great time to add those to the ballot. The board agreed and indicated that they would send any new ideas directly to Nola to vet and/or add to the ballot as it is being written up.
2. Vice President
  - a. Nothing to add today.
3. Grounds
  - a. Rick would like APM to do a sidewalk inspection and send a report to any neighbors whose house is in need of sidewalk repair. The board agreed that this type of communication is best served coming from the management company.

- b. Discussion about the vacant lots and homes being maintained gleaned that one home needs to be looked into as the owner is having the grass cut but the overall maintenance of the grounds is in poor condition, as the owner is not present. APM to look into getting a letter sent to the owner, advising that they need to bring their property up to standard. The vacant lots appear to be maintained except one (1) lot with tall grass that needs to be mowed. This is the lot owner's responsibility. **Rick is to give APM the information to reach the responsible city employee Streetsboro, Bill Miller, so that APM can follow up with them if necessary.**
  - c. Rick indicated that the landscapers have mulched, replaced a few bushes, trimmed and moved the lawns.
4. Communications
- a. The solar light on Diamond that is lighting up the sign at night is a hit. John is working to resolve a few issues with it not eliminating correctly from time to time. He is planning to mount the solar panel to a pole in order to get it out above the trees for better power.
  - b. Karen brought up that we need the same solution for illuminating the sign on Emerald as we do on Diamond. ALL AGREED. Karen motioned for approval for John to purchase the lighting solution for Emerald with a not to exceed cost of \$500. Bob 2<sup>nd</sup> the motion - ALL WERE IN FAVOR. - Motion passed. **John will buy the new lights and submit the receipts to APM for reimbursement.**
5. IT
- a. Nothing new to report.
  - b. Rick asked if PPW's flyer ever was posted to the website. IT DID.
  - c. We discussed the fact that we have people registering to our website with their information and to the APM portal. The question was raised, which list are we to use to communicate to people? It was agreed that the APM portal would have the most up-to-date email information since people are definitely going to use that to make their annual payments and the email address is required in order to create an account.
6. Secretary/Social Committee
- a. Lauren is an excused absence from the meeting due to personal reasons.
  - b. Bob brought up the issue of welcome gift protocol. After discussion on the topic, it was agreed that their needs to be a uniformed gift of a specific amount, from the same store and a greeting card. (example: Giant Eagle, Heine's, Target, Walmart, etc.) BUT, whichever one is selected, that is the one we will use going forward, for everyone. John motioned that we adopt the procedure to give a \$25 gift card, from one store, in a greeting card, to all new residents. It was 2<sup>nd</sup> by Rick. - **Unanimous affirmative vote to provide a \$25 gift card, from one place, to all new residents.** Social Committee to pick the place.

## 7. Budget

- a. Ron has retired from the position and has sold his home in the community so this position is vacant. The open trustee position will be addressed at the annual meeting. Because Ron has done such a great job and served for many years, the board is getting him a \$150 gift certificate in honor of his service. (this is a tradition of the board and does not require APM approval) **Rick will get the gift certificate and provide APM with the receipt for reimbursement.**
  - b. Nola presented the budget. We have \$130,000 in surplus. Our 2021 actual budget is within a \$3000 variance of the projected due to insurance and a few other fees. Board agreed with and approved of actuals.
- ## 8. Unfinished business
- a. None.
- ## 9. Consideration of other matters
- a. Bob suggested that because all the trustee positions are open, the newly elected trustees could decide amongst themselves who will fill the various roles. Everyone agreed to do a general trustee vote at the annual meeting and then the new trustees will vote on positions within the board.

At 7:15, the general meeting was adjourned so that the board could go into executive session to discuss delinquent HOA dues and options for collections. Veronica Devese was excused, as she is the only non-board member in attendance.

Meeting Adjourned.