

**Fountain Park Homeowners Association**  
**Board Meeting Minutes**  
**Wednesday January 18, 2023 at 6:30 p.m.**  
Zoom Virtual Meeting

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***Present:***

**BOARD:**

- X Alicia Navia**, President
- X Claire Callahan**, Vice President
- X Melissa Mora-Lovelady**, Secretary
- X Ann Ochse**, Treasurer
- X John Steffens**, Member at Large

**Staff:**

- X Paul Gready**, Manager Associate

**OWNERS:**

- X Carol Decker**
- Joann Duncan**

- X Sorraiyya Beheshti**
- X Dario Navia**
- X Judi Dalton**
- X Joelle Coffman**

**I. Call to Order**

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A quorum being established, the meeting was called to order between 6:45 p.m. and 7 p.m. by President Alicia Navia

There was a problem with the Zoom sign-in provided by management which resulted in homeowners and Board members not being able to sign in. Alicia Navia suggested that the executive session be held after the open meeting was completed. There was agreement by all.

Alicia announced that there was a new management company, Expert HOA Management, LLC and the Community Association Manager is Paul Gready. Paul introduced himself and apologized for the sign-in issue and also told the community how honored Expert HOA Management was to be managing the Fountain Park Homeowners Association.

**II. Approval of Minutes**

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**A motion was made and seconded (Ochse/Navia) to approve the December 15, 2022 Board Meeting minutes as presented. Motion passed.**

**III. Financial Report (*Ann Ochse*)**

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**Financial Report for December 2022**

According to bank statements, Fountain Park Homeowners' Association had \$62,772.05 in the operating account on December 22, 2022, when Pinehurst closed the account for deposits. Pinehurst transferred \$55,000 to Expert Management and retained \$7,772.05 in the operating account. According to the financial report generated by Pinehurst, they retained the \$7,772.05 to cover outstanding checks in the amount of \$70.16. The outstanding checks are from their reconciliation statement. Pinehurst closed the operating account for dues deposits on December 20, ten days before the end of the month. This was a surprise to the board and to the new

management company, since Pinehurst agreed to manage and were paid to manage our community through the last day of December.

Pinehurst also transferred to Expert Management \$185,576.66 from the reserve account on December 22, 2022 and closed the Reserve Account before interest on our funds could be allocated for December.

The total funds recovered from Pinehurst to date are \$240,576.66, with \$7,701.89 still outstanding. Expert has said that Pinehurst told them they are holding the funds until all checks clear the account.

- Administrative expenses were under budget projections for the month in the amount of \$825.37. Lower expenses were primarily due to a decrease in legal fees and postage.
- Total maintenance expense was under budget for the month by \$523.30 due to lack of any repairs.
- Utility expense was again under budget for the month by \$1,268.37. Overall, utility expenses have been under budget projections for the year by \$1,959.33.

Our operating net income, according to the bank statement, for the month of December is \$444.10 resulting in a net gain for this month. When we recover the \$7,701.89 Pinehurst retained, Fountain Park will show a net gain of \$8,145.99 for the month of December.

The reserve bank funds have an ending balance of \$185,576.66. The monthly \$3,485 transfer from operating was made on December 20. The reserve account earned no interest in December because Pinehurst closed the account before the end of the month without the permission of the board. Ann also indicated the monthly transfer for reserve will increase in January 2023 and will send the information to Paul.

- There was a general discussion on signing of checks and it was decided that the Treasurer did not see a need to do it. Also, there was a general discussion on the fact that Pinehurst closed the dues account without notice and it was suggested that there be some thought given on how to protect the community in the future.
- There was a discussion on Larry Recker who is the CPA the Board has decided to use to prepare the Association Taxes. Larry has not returned an email and the Board asked Paul to see if he can contact him.
- There was a general discussion on paying HOA dues in the future and Paul indicated that the homeowners would be provided all the instructions on how to set up their new account.
- There was a discussion on whether there is a deadline by which Pinehurst Properties must refund the over \$7700 in retained funds. The opinion given is that there is none.

#### **IV. Reports**

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##### A. Landscaping (*Claire Callahan*)

- Two homeowners have purchased a tree in memory of their spouse & a family member who have passed away. Joelle Coffman has volunteered to design a form similar to the ARC form that will be returned to the Landscape Committee for review for home owners who may want to purchase a tree to be planted in the park.
- Claire reported that a homeowner had asked about spraying the fire ants in the pool area. Claire spoke with Horn Pest Management that since the ants are not active during the months of November, December, January, and February the savings to the Association would be \$300.00 if no spraying was done during those months. **A motion was made and seconded (Callahan/Navia) to adjust the spraying schedule as outlined. Approved by all.**

A suggestion was made that Fountain Park HOA make a financial donation to the widow of Martin Martinez who was the lead member of our Landtamers Crew.

- **A motion was made and seconded (Callahan/Navia) to donate \$500. Approved by all.**

The replacement of the rubber coated chains will be replaced on the four swings at the park playground.

B. Pool (*Alicia Navia*)

- Pool is being serviced by Economy twice a week and everything is running well.
- Pool gate rewiring proposed by Integra - \$2,071.32 was completed January 5 and 6. Paul was asked if an invoice from Integra had been received. Paul indicated that he had not seen one yet. The board needs to approve the invoice. There was also a discussion on possible damage to the irrigation in the area near the trenching. Landtamers fixed the leak and Integra should pay for it. Intregra should be notified.
- On October 27 Garage Floor Coatings acknowledged responsibility for damage on Ramada floor and said they would repair it. They have indicated they will be out on January 30 and 31 to fix it. Paul was asked to contact Christy to confirm the schedule.
- Both restroom door handles have been broken and do not lock. This occurred after the discovery of a homeless person sleeping in the restroom. 911 was contacted and the police indicated the Association could remove all of the items and no police would be dispatched unless he was still there. The restrooms need cleaning, and the locks need to be fixed. The pool season begins on April 1, 2023 and the repairs must be done so the pool can open on time. There is a bid dated November 11, 2022 from Rick Jones.
- **A motion was made (Navia/Callahan) to accept the bid from Rick Jones to remodel the restrooms, including the outdoor showers, replace the locks, and add the swing chains to the bid as well. The total bid was \$2,950 and will increase due to the addition of the chains and locks to the bid. Approved by all.**
- **Janitorial Service:** Mark Morris is the contact person for Pro-Care. The bid was for 3 times a week during pool season and twice a week after the pool season for \$55.00 per visit. Currently there is only one restroom to clean, and after the remodel there will be two restrooms to clean. **A motion was made and seconded (Navia/Callahan) to hire ProCare Janitorial Services, LLC Approved by all.**

C. Security (*John Steffens*)

- John said that he was going to speak on the homeless person, but that had been covered in the Pool Report.
- John reminded everyone to keep garage lights working and on and make sure car doors are locked.

D. Hospitality (*S. Brazie, J. Duncan*)

- A new resident, Joann Triplett, was welcomed to the community. A bio has been completed and a picture will be taken. Joanne Triplett was given a small plant, and Joann Triplett commented on how quiet the community is and she was also happy to hear that a pickleball court is in the plans.

- Joann Duncan indicated she had an additional bio to submit in the future.

E. ACC (*A Ochse, C Callahan*)

There were no requests made and it was noted that the ACC form had been updated with Expert's information on it. The committee is one person short at this time.

F. Newsletter (*Sorraiyya Beheshti*)

- Reports for the January *Splash* edition are due to Sorraiyya by 5 PM Sunday, January 22, 2023.
- There was an action without a meeting to hire CJ Rainville as the webmaster for a six (6) month contract. The Board completed the unanimous vote to hire CJ Rainville on December 28, 2022 the terms of the contract is for January thru June 2023.

**CJ Rainville was engaged as webmaster for 6 months from January to June 2023 by means of an Action in Lieu of Meeting.**

G. Compliance (*M. Lovelady*)

- No report.

H. Recreational Amenities (*Alicia Navia*)

- No movement. Once some higher priority items are complete and when the transition with Expert HOA is complete then this topic will be discussed.

I. Nominating Committee (*C.Callahan*)

- Claire reported that the committee is still looking for candidates to fill the 3 positions available. Information will be sent out the first week of February by Expert HOA.
- The committee will be meeting on January 24, 2023 to review the schedule for the Annual Meeting.
- Voting will be done electronically by using Election Buddy. Ballots and complete instructions will be mailed using the US Postal Service for those without email.
- Claire is meeting with Paul Gready at Expert HOA to discuss the schedule and homeowner notification for the Saturday, March 11, 2023 Annual Meeting at 10:00am for the election of members to the Board of Directors. The meeting will be held via Zoom.
- Claire would like to attach a pdf file to the Splash newsletter for anyone who may be interested.
- Claire thanked Joann Duncan for agreeing to run for a Board position and hopes others will step forward. There are 3 Board positions available.

J. 40<sup>th</sup> Anniversary of Fountain Park (*J Dalton, C West*)

- Carol West is writing an article for the Splash. The event is going to be held on Saturday April 22, 2023 in the afternoon. The committee is contacting longtime homeowners to gather historical information from living in the community over the past 20 years or more.
- There had been a discussion about having food trucks come out, but the cost is prohibitive.
- There will be information tables to include items such as Neighborhood Watch, Recycling, Pool amenities, etc.
- Post Cards will be mailed out

K. Management Report (*Paul Gready*)

Paul provided a brief financial report.

**November 2022 Financials**

Operating account:       \$ 61,352.34  
Reserve Account:         \$182,091.66  
**Total Assets:             \$243,444.00**

**Exceptions to November Financials:**

**Expenses**

**Administrative Expenses: Under by \$889.67.** Postage and copies under budget by \$80.51 Legal fees are under \$833.33.

**Maintenance Expenses: Over budget by \$8,970.66** due to squirrel contract and pest control being paid out of previous cycle.

**Utilities: Under budget by \$120.74.**

**Total Operating Expense for November is \$16,644.91 Under budget YTD by \$8,706.88.**

**Reserve Contribution is \$3485.**

**Reserve Expense: None**

**V. New Business**

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- New Software
  - Expert HOA Management will be switching software on February 1, 2023. The software is going to allow residents with a personal portal to look at their account, view documents, view meeting minutes, check their statements etc. Expert will be sending out more information on how to use the portal and set up their account.
  - This program will go hand in hand with the ability to pay Association dues.

**VI. Owner Comments**

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- In November of 2022, Mr. George Castro volunteered to drive around the neighborhood and monitor the compliance with working garage lights. The Board wants to recognize his involvement and thank him for his work.

## **VII. Next Meeting**

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The Board wants to establish the second Wednesday of each month as the date of the meetings for 2023. The next meeting will be February 8, 2023 at 6:30pm preceded by the Executive Session at 6:15pm, however Paul will check with the bookkeeper.

## **VIII. Adjournment**

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- **There being no further items of business, the meeting adjourned at 7:23 p.m.**

	<b>Term Ends</b>	<b>Phone</b>	<b>Cell</b>	<b>Email</b>
<b>Alicia Navia</b> , President	2023		614-507-4067	Ainavs319@gmail.com
<b>Claire Callahan</b> , Vice President	2023		520-296-7653	clairecallahan@hotmail.com
<b>Ann Ochse</b> , Treasurer	2022		520-678-1382	annochse@msn.com
<b>Melissa Mora-Lovelady</b> , Secretary	2022		520-250-6520	mluvlady@gmail.com
<b>John Steffens</b> - Director	2022		808-230-1294	abramsmp@gmail.com
<b>Paul Gready, CAAM</b>		520-910-1707		<a href="mailto:paul@experthoa.com">paul@experthoa.com</a>