

# RIVERSIDE BLUFFS

HOMEOWNERS' ASSOCIATION, INC.

**Board of Directors Meeting  
November 11, 2016  
HCC at The Regent – Classroom #103  
Meeting Minutes**

**1. Certifying of Quorum-Call to Order**

The meeting was called to order at 6:35 p.m. by Adam Bilbao. Board member Susan Heath was in attendance, Richard Grist was absent; therefore, a quorum was established. It was confirmed that the meeting notice was delivered by hand to all homeowners at least 48 hours in advance. Doug & Pamela Pinner from McNeil Management were introduced as the new management company effective November 1, 2016.

**2. Reading of Unapproved Minutes**

The Board stated the previous meeting minutes required changes so they will be read at the next meeting. Brief discussion regarding the McNeil Management takeover announcement and assessment payments.

**3. Financials/Delinquent Accounts**

The board has several concerns regarding the financial reports dated October 31, 2016 and will continue to research with Premier Community Consultants.

**4. Architectural Committee**

The architectural committee has been working on community standards and will make them available for review. At subsequent meetings, they will be discussed and approved.

**5. Business Items**

The board addressed homeowners' questions regarding concerns about the developer and the drainage issue, well pump invoices and background regarding the management change. The board is reaching out to K Hovnanian regarding the lack of HOA deficit funding and is also in touch with K Hovnanian's attorney regarding the curbs, streets and cracked gutters.

2017 Proposed Budget: Board discussed line items and explained changes and increases. The Association did receive a reserve study and a new category has been added to the budget for reserve contributions. The board requested manager add a note in the takeover announcement that the 2017 assessment will increase.

**On Motion:** Duly made by Adam, second by Susan and carried unanimously.

**Resolve:** To approve the 2017 budget with an assessment payment of \$265 quarterly.

Bank Resolution and Signature Cards: Board signed to establish BB&T bank accounts.

Attorney Fee Agreement: Board discussed moving to new collections attorney.

**On Motion:** Duly made by Adam, second by Susan and carried unanimously.

**Resolve:** To approve the new attorney fee agreement.

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Uniform Collection Policy: Board discussed the establishment of a pre-determined, uniform collection policy, to ensure consistent handling of all delinquent accounts and eliminate the need for individual decisions for each occurrence.

**On Motion:** Duly made by Adam, second by Susan and carried unanimously.

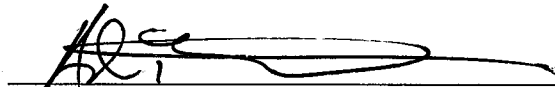
**Resolve:** To approve the Uniform Collection Policy as prepared by attorney.

Director Comments: Board member, Richard, is moving from the community and resigning his board position. The board will appoint a third board member at the next meeting.

**6. Adjournment:** The next board meeting is currently undetermined.

**On Motion:** Duly made by Adam, second by Susan and carried unanimously.

**Resolve:** To adjourn the meeting at 7:53 p.m.

A handwritten signature in black ink, appearing to be 'A. C.', written over a horizontal line.

Prepared by Manager on behalf of Secretary