

RAVENNA HOA

HOA Annual Meeting minutes

Location: Mt. Pleasant Christian School.

Date: 6/27/2023

Attendees: Mark Riedy, Richard Alsop & Sabrina Heffernan , with Andre Twon (CFM) in attendance

Time: 6PM

Introduction

- a) President -Mark Riedy
- b) VP- Richard Alsop
- c) Secretary - open
- d) Treasurer – Sabrina Heffernan
- e) CFM Manager – Andre Towe

Counted 7 others in attendance at approx. 6:02pm- no Quorum met.

I. Approval of the Minutes from last annual meeting: none available

II. Elections:

- a) Board ballots for the current board went out.
- b) No quorum met at meeting, therefore, per Andre Town (CFM Manager) the current board continues.
- c) One ballot was returned with a write in, however, that homeowner was not present at the meeting.

III. Updates

- a) Landscaping: Lighting has been fixed and installed. Improvement for the median tree project slated for next year.
- b) Reserve Study: Has been completed. The Board will take into account reserve study for next yearly budget. Reserve Study shall be made available to all homeowners via CFM and our website.
- c) Inspections: Notices for inspections have been sent.
 - i) Question from homeowner on floor: Can the notices have a picture as the notices seem to be very general? Intent: to help the homeowner narrow down the issue to correct.

Answer: Homeowner can always call/email CFM manager (Andre) to get clarification

- d) Financial: Doing Well overall
 - i) Budget was re-established in 2023, (zero base budget) therefore, there will be variances in certain budgeted areas (ie: landscaping/lighting repairs). Money used from operation account for repairs. However, non-issue due to reserves being fully funded and replaced.

- (1) Question from homeowner on floor: Are we putting aside money for operational funds?

Answer: Yes, the majority of the homeowner's fees are used to fund the operational account, with a percentage going to the reserves account (10% or less)

- e) Delinquencies: Since taking on CFM as management company, the number of delinquencies has steadily gone down.

IV. Contracts:

- a) The Board is trying to keep all contracts at 1 year. Intent: to help keep the jobs competitive and not lock future board members into any contracts.

V. OPEN FORUM

VI. Meeting ended at 6:33pm

Next HOA members meeting 10/3/2023 6pm

NOTES:

- a) Comweb portal (<https://comwebportal.com/login>) for Community First is where you set up your homeowner account for your HOA fee payments.
- b) Any comments, payment issues, problem, information needed and complaints: Andre Towe is our manager at Community First Mgmt. His contact information is: andre@communityfirstmanagement.com
- c) www.Ravennahoa.com is our website used to reach out directly to Executive Board and also disburse information as well.