

# RAVENNA HOA Executive Board Meeting

🏠 **Location:** TEAMS  
📅 **Date:** October 23rd, 2023  
🕒 **Time:** 6:00pm

## Meeting Minutes 10/23/2023

In attendance: Mark Reidy, Richard Alsop, Sabrina Heffernan, Chris Story

- I. The President Opened the meeting and recognized that the Board had a quorum (6:02m)
- II. Open of Budget Discussion:
  - a) General/Admin
    - i) Management Fees – Standard Increase from CFM
    - ii) Management Extras – Lack of transparency around what this is costing versus expectations (especially when a single bill with fees)
    - iii) Postage – This shouldn't be zero. Need clarity on management extras + postage.
    - iv) Added back Board Meeting Room Rental
    - v) Website costs – incorrect, should be \$370 (\$350 for services + \$20/domain)
  - b) Maintenance:
    - i) Reserves accounts (Landscaping and irrigation) – Need to be careful to use reserves word but will adjustments.
    - ii) Landscaping reserves – Shouldn't need as much (did major work up front and considering to go from annuals to perennials)
    - iii) Christmas Lighting – should only be \$2,500
    - iv) Add Tree Trimming - \$3,000 - \$5,000
- III. Tasker:
  - a) Sabrina – Validate what management extras versus actuals.
  - b) Chris – Review of Website and work with Samantha to improve.
- IV. Next meetings:

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a) 11/14 6pm - Board meeting via Teams

V. Meeting adjourned 7:02pm