

River Birch Homeowners Association

Board of Directors Meeting

Minutes of June 12, 2023

1. The meeting was called to order at 5:39pm on Monday, June 12, 2023. The meeting was held at 124 Eureka Ave, Washington, NC 27889, at Bob Kirsits's residence. The primary purpose of this meeting was to propose new members of the board and appoint them seats and roles as assigned and discuss items needing addressing since the last HOA meeting on 5/25/23 due to the meeting not being finalized.
2. In attendance were Bob Kirsits, Trey Elks, Mat Szabo, and Natasha Montondo.
3. A motion was made by Bob Kirsits to nominate the new board members and motion for them to fill the vacant positions.
 - a. Trey Elks motioned and then nominated Bob Kirsits as president. Natasha Montondo and Mat Szabo agreed.
 - b. Bob Kirsits then motioned Trey Elks to be a member of the HOA Board and nominated him as community events and social media representative. Natasha Montondo and Mat Szabo agreed.
 - c. Trey Elks then motioned Mat Szabo to be a member of the HOA board and nominated him as Vice President. Natasha Montondo and Bob Kirsits agreed.
 - d. Trey Elks then motioned for Natasha Montondo to be a member of the HOA Board and nominated her to be secretary. Mat Szabo and Bob Kirsits agreed.
4. Due to the treasurer position still being vacant, Natasha Montondo contacted Nathan Montondo and asked if he would be interested in filling the position. Nathan Montondo, agreed via phone at 5:47pm. Bob Kirsits motioned for Nathan Montondo to be a board member and nominated him to be treasurer. Trey Elks, Mat Szabo, and Natasha Montondo agreed.
5. New Board members were motioned into filling the vacant positions and appointed positions as assigned on the HOA board.
6. Social events were discussed in the upcoming 2023 year
 - a. It was agreed upon by the board members to hold a BBQ event in August of 2023 in pair with the HOA meeting that will occur as a community event for the residents to get to know one another and at this time the annual budget for the 2024 year will be proposed to the members of the HOA to give them ample time to review what is being presented and decide if they would like to motion to approve the budget in Spring of 2024 for the 2024 fiscal year (June 2024-June 2025).
 - b. A Truck-Or-Treat event will continue this year with the event planned for a date in October. More details to come in future meetings.

- c. The Annual River Birch Yard sale was announced to all residence via email on June 7, 2023, for July 22, 2023, beginning at 7am. Any questions can be directed to Trey Elks.
- 7. Bob Kirsits discussed the financial books needing to be retrieved from Teresa Burgess (Former Treasurer). Bob Kirsits (President) and Nathan Montondo (Treasurer) will follow up about meeting with previous treasurer to obtain books needed.
- 8. Bob Kirsits discussed that the 3rd party pay app (Strip) will need to be switched over from: Teresa Burgess (Former Treasurer) to Nathan Montondo (Treasurer). Bob Kirsits (President) and Nathan Montondo (Treasurer) will follow up about meeting with Teresa Burgess (Former Treasurer) to do so.
- 9. Bob Kirsits (President) and Nathan Montondo (Treasurer) will need to obtain bank account information from Teresa Burgess (Former Treasurer) and go to bank where funds are kept and have the account switched over to Bob Kirsits (President) and Nathan Montondo (Treasurer) to allow future HOA funds to be deposited and fees paid when invoices are given to HOA board.
- 10. It was discussed between board members, Bob K., Trey E., Mat S., and Natasha M. that setting up a P.O. Box to allow HOA members send in their dues to would benefit and create a secure method of delivering payment from members to the treasurer and president. P.O. Box will be set up in the upcoming months.
- 11. It was discussed between board members to allow a grace period of dues to be extended until **August 15, 2023**, due to a new board being elected from the last HOA meeting. After August 15, 2023, any dues not paid in full will be considered late and fines will be issued.
 - a. It was discussed to allow members to be able to pay HOA dues by half amount due between two payments. All dues not provided between these two payments will be considered late and fines will be issued.
- 12. HOA dues will be staying at \$125 for the remainder of the 2023 fiscal year. It was discussed between board members that HOA dues will need to increase due to the road fund needing to be replenished in the future for a savings to be created to be able to fix the roads in the future. Raising the dues from \$125 to max of \$250 were discussed. Future discussion will be held about this during HOA Board Meeting in July.
- 13. The annual budget was discussed for the 2024 fiscal year. This will be discussed between all board members during July 2023 board meeting before it is presented in August to the HOA members.
 - a. The HOA Board wants to remain transparent to the HOA members and provide an explanation to each line item stated in new budget for the 2024 fiscal year and answer any questions asked during HOA meeting in August of 2023.
- 14. There was discussion between board members present of contacting the city of Washington to inquire about the city taking over trash services in the future. More discussion and information about this in the July 2023 Board meeting.

- 15.** Board member, Trey Elks indicated that the individual who provides landscaping for the neighbor hood needs to be paid for the month of May 2023, an invoice was sent to the HOA board of \$450. He will also be due his payment for the month of June 2023.
 - a.** Bob K. (President) will get his contact information from previous board member Brenda to obtain the invoice and get that paid in full.
- 16.** A date and time were discussed between board members for a July 2023 meeting. It was decided to meet on July 26, 2023, at 5:30pm.

There was no further discussion of topics needing addressing at this time. Meeting was concluded at 6:23pm.

Minutes from meeting were typed up and finalized on 6/14/23.