

## NWCA HOA Board Meeting Minutes – 01/11/2024

A meeting of the Northgate Woods Community Association (NWCA) homeowners' association (HOA) was held on Tuesday, January 11, 2024, at HOA President Joe Minnick's home. The meeting was called to order at 6:44 PM. In attendance were:

- Joe Minnick - President
- Mimi Ngaii - Treasurer
- Kaleem Ahmad - EPA
- Mekita Hinnant – Vice President
- Dave Kistler – Secretary

- I. Approval of last meeting minutes: the minutes of the previous HOA meeting were approved as submitted.
- II. Treasurer's Report: the treasurer's report was given and approved. There were no account transactions since the previous meeting. Total assets as of 01/11/2024 remain as \$23,526.11 (business checking) and \$28,013.30 (business market rate savings). Joe and Mimi will draft and mail letters of delinquency to affected households by 01/30/2024. The letter will include a 30-day grace period. Additionally, Mimi filed all NWHHA tax forms on 12/31/2023.
- III. EPA/Tech Report: it was reported that the NWCA website is functioning as designed and that no upgrade to cloud storage is needed. There were no construction requests received since the previous meeting.
- IV. President's Report: Joe Minnick, Dave Kistler, and Steve Clark performed the neighborhood walk-around home inspections. All property deficiencies and noncompliances were noted. Additionally, Joe took photographs of noncompliances that he will attach to the letters notifying owners that corrections to their property exteriors are required. The letters are due to be mailed out by 02/15/2024, stating that owners shall have noncompliances corrected by 04/30/2024.
- V. Unfinished Business Discussion:
  - a. HOA reloadable credit card: Kaleem has found a Visa debit card (Greendot Bank) that requires a \$3.95 activation fee and charges \$1.50 per transaction. It was decided that Mimi will retain possession of the card once it's procured.
  - b. Historic HOA documents: work on organizing the paper records that were turned over to the current board by the previous treasurer will begin the week of January 16<sup>th</sup>. The work will be performed by Denise's committee.

- c. PO Box key purchase: a key has not been purchased but the box is being checked for content on a regular basis. Additionally, the PO Box fee and insurance has been paid for FY 2024.

- VI. New Business: Spring common area maintenance and mowing; the current rate for having the common area's grass cut is \$250/event. The board agreed to that price and Mimi will contact the contractor to engage their services for the upcoming year. Additionally, Mimi will contact the contractor to have the marked trees removed from the common area.
- VII. Next Meeting: The next HOA meeting will be held on 03/07/2024 at 6:30 at Panera Bread, located at 8190 Westside Blvd., Fulton (Maplelawn). Kaleem will post a meeting notice on the NWCA website.

The meeting was adjourned at 7:47 PM.

#### **Action Items**

<b>Action</b>	<b>Assignee</b>	<b>Due Date</b>	<b>Comments/Status</b>
Draft/send dues delinquency notices	Joe/Mimi	01/30/24	Item II
File NWCA tax forms	Mimi	Closed	Item II
Upload EPA requests to cloud storage	Kaleem	Ongoing	Item III
Board member home inspections	Denise	Closed	Item V
Research reloadable credit card options	Mimi	Closed	Item VIa
Organize paper records	Denise	Open	Item VIb
Research paper record retention requirements	Denise	Open	Item VIb
Perform walkaround inspections	Joe/Dave	Closed	Item VII
Post meeting notice on website	Kaleem	Prior to meeting	Item VIII

Addenda to meeting minutes:

- On Thursday, January 25, 2024, Mimi reported that she had contacted the contractor responsible for mowing the grass at the common area and the rate is \$250/cut. Joe made a motion via text message to approve the contract. Kaleem seconded the motion and it passed unanimously (via text messages).
- Mimi reported that she gave Kaleem \$500 to load the NWCA debit card.

Submitted by D. Kistler, Secretary