

FPHRA Board Meeting Minutes
May 15, 2018

The meeting was called to order at 7:15 pm at Nate Christensen's house.

Roll Call

In attendance: Nate Christensen, Sarah North, Amy Stivers, and Neal Carter were present. A quorum was present.

Minutes from last meeting:

- Neal approved the minutes from our last meeting in April. Sarah seconded. All were in favor.

Owner's forum and comments:

- No homeowners were present for comments or questions.

Financial Report:

- Phone bill at pool was past due from 2015, so they won't turn it back on until we figure out that bill. Nate will work on figuring that out. He called to get all of the statements since 2015 and investigated what happened and it sounds like Allan had put the phone under his name the past 2 years, which is how the phone was still allowed to be turned on even with money owed on the Century Link account.—Update at June board meeting: We had to pay the 2015 balance of \$423.52 in order to clear our account so the phone could be turned on.
- QuickBooks is set up and ready to go. We need to pay them today to purchase the service for a year. Nate will write and send the check. It will cost \$375 and will be paid annually.
- QuickBooks—there is no way to do credit card payments right now because you can't charge the credit card fee back to the homeowners through their system. It will charge us. So, we turned that off.
- The QuickBooks system will keep an updated master list of current homeowners.
- Statements need to be mailed out soon for homeowners to receive them by June 1st. Due date shows due to pay by June 30th. There is a note at the bottom of the invoice with the board email address for homeowners to request electronic invoices.

Pool Report:

- No report as Jeremy Fix was not present.

Beautification Report:

- No report as Leslie Hakze was not present.

Social:

- Plan ice cream social for Thursday, June 7th 6-8 pm. Board members will be present. We'll have a sign-up for homeowners to be added to the email list if they are not on

there. We'll also have the website information. If anyone needs a new pool key, they can also sign-up for that.

- Next meeting, finalize plan for 4th of July festivities.

Communications:

- We need to develop a welcome packet for new homeowners: could include a brochure, welcome letter, website information. Sarah will work on some ideas.
- Clean-up day May 19—still 8 jobs that don't have someone signed up for them. Sarah will send out a reminder email tonight.
- Email list will be updated at each board meeting as we update QuickBooks list for new homeowners, and outgoing homeowners.

Old Business:

- Blue Fins Swim Team and Forest Park memorandum of understanding (MOU) was written by Jeremy Fix (Forest Park Board: Pool and Tennis) and signed by Bob Ordonio (Blue Fins Swim Team Representative). Nate (Forest Park: President) will need to sign this MOU to complete the agreement. This will serve as the new agreement that explains pool memberships (i.e., for swim team families that don't live in Forest Park that want to use the pool for the season), how much is due to Forest Park, and when this is to be paid to Forest Park from the swim team for these memberships.
- Cost of new pool key cards should go up to cover the cost of new cards we purchase. We can propose changing the fee for new cards. If it costs more than \$87 for a box, we may need to charge even more for replacement cards. Nate will find out how much the box costs to determine replacement card fees.—Update at June board meeting: Key cards cost \$102.50 for a box of 25 cards, + shipping & handling. This equates to a little over \$4 per card.

New business:

- No new business was presented.

Meeting was adjourned at 8:00 pm.

Next meeting:

Wednesday June 13, 7 pm