

APPROVED Board of Directors Meeting Minutes
Wellington Greens Homeowners Association
March 19, 2024

Present: President Linda Siedhoff, Vice-president Lon Dyer, Treasurer Mike Behne, Secretary Jeanne Johnson and Barbara McCuen

Approved absence: Tammy Hanel

Staff: Nick Horvath, Grounds Superintendent and Don McIntyre, Administrative Assistant.

Guests: Randy Bretz, Alfred and Sharon Topil and Chris Carpenter

Approval of Prior Meeting Minutes: Linda asked for any additions or corrections to the February 20, 2024 meeting minutes. Lon moved to accept the minutes and Barb seconded the motion. Motion carried.

Grounds Superintendent's Report: (Written report submitted prior to meeting) We finally received some much-needed moisture and it looks like some more is forecast for March. Temps are also expected to stay on the cool side for the rest of the month. We did a little mowing last week, but it's a good thing we haven't converted our snow equipment yet, as they are calling for 1-3 inches March 25. All of our equipment has been serviced, repaired and is ready to go.

Seed and fertilizer has been ordered for spring. We will put it down once soil temps are up, typically at the end of April or early May. With a big push to incorporate more native and drought tolerant plants on the property, I plan on meeting with courtyards and residence to see what we can do about some of the "hard to grow grass" areas around campus. This may include more rock and mulch as well, to eliminate some mowing and keep weeds down.

We will begin leaf bag pick up again starting April 1. In the meantime, please remember to put yard waste out with your regular garbage.

Nick said Ramsgate is doing some landscaping and the Association will have to march \$1,000.

Resident's Comments: Chris Carpenter accused his neighbor of doing several non-good neighbor things. He said that two of his money orders for HOA dues did not get posted timely and that the association should have an audit of their finances and the board informed Chris as to why an expensive audit was not necessary. After discussion Linda ask him if he would try to get along with his neighbor. (After the meeting Mike sent Chris a description of our internal controls which is attached following)

"THIS IS A REPORT FROM OUR ACCOUNTANT REGARDING FINANCIAL SAFEGUARDS IN PLACE AT WELLINGTON GREENS. Submitted January 17, 2019 Recently, a resident asked the Board of Directors what type of internal controls they had in place to protect the HOA funds that are collected and used for expenses from the 277 residents of Wellington Greens Home Association. I was asked to explain the

measures taken to ensure that the funds are used appropriately for the benefit of all of the HOA's residents and that the proper internal controls are in place. Here is a detailed explanation of the process currently used by Wellington Greens:

1. Vendor bills are received, reviewed, and approved by Nick Horvath.
2. Once the vendor bill is approved for payment, the bill is given to the current board treasurer, Mike Behne, to issue a check to the vendor. The treasurer is in control of the checkbook at all times and keeps it in a secure and locked cabinet when not in use. There are three signers on the Wellington Greens checking account which are all members of the board – Linda Siedhoff, Lon Dyer, and Mike Behne. If the treasurer is out of town, the checkbook is given to Don McIntyre who will then write the checks during the treasurer's absence and request that either Linda or Lon sign the checks. Upon Mike's return, the checkbook is returned to him.
3. The vendor checks are recorded on the check register, assigned a G/L cost account code and given to an independent accountant, Professional Accounting Services, on a monthly basis to enter into their accounting software. The accountant's computer is protected with extensive security features and uses anti-virus software to protect the integrity of the information contained within the computer.
4. The accountant prepares and emails or mails the 277 resident dues statements at the beginning of each month using their accounting software.
5. The accountant collects and records the payments into the accounting software and deposits the funds into the Wellington Greens checking account at Pinnacle Bank. The accountant does not have access to the bank account other than to make deposits into it.
6. The accountant then requests a monthly bank statement from Mike Behne who has online access to the checking account.
7. The accountant reconciles the deposits made and vendor checks written during the month against the check register and questions the Board regarding any vendor checks that vary from the regular, recurring monthly vendor bills such as electricity, water and garbage disposal. This is not in any way an all-inclusive list as there are several monthly recurring bills.
8. Any checks written to non-recurring vendors, examples of which are those vendors who perform services such as the construction of the maintenance building, the clubhouse remodel project, or extensive repairs are questioned by the accountant. However, in most cases, the board has informed the accountant that these expenses will be upcoming and gives the accountant an estimate of the total expense as well as the vendors who will be providing the services. The accountant will then request a completed Form W-9 from the vendor to be used for tax purposes at the end of the year.
9. Once the bank reconciliation is completed and all vendor related questions answered, the accountant prepares five monthly financial statements which are given to the Board of Directors. These financial statements include:
 1. Year-to-date profit and loss statement with a comparison to the year-to-date Budget
 2. Current month profit and loss statement
 3. Balance sheets which compare the current period end date to that of the same

period in the prior year

4. Year-to-date and current month profit and loss statements which compares these numbers to that of the same period in the prior year

5. Current accounts receivable report of monies owed by residents at the time of the monthly board meeting

10. At the end of each fiscal year, the accountant compiles extensive work-papers which tie out each balance sheet account. These work-papers are provided to a CPA to review and then prepare the yearly tax return and sign a compilation report. The compilation is given to all residents at the annual meeting in October.

11. The Finance Committee and Board Treasurer prepare the upcoming fiscal year budget which if approved by the Board and is discussed at the annual meeting, also provided to the accountant.

Each of these items ensures that there are controls in place to safeguard the funds collected and expensed on the resident's behalf – specifically the segregation of duties for the various accounting functions. Your Board of Directors want to make sure that you feel protected against any type of theft that could possibly occur. If you have any additional questions or concerns, please feel free to reach out to me at 402 525-5383 or e-mail me at barbgeiger3@gmail.com.

Barb Geiger, CPA

dba Professional Accounting Services

Committee Reports: (Written reports are submitted in advance and are in blue font.)

Treasurer Report

I've reviewed the financial statements as of February 29, 2024 copies are attached. From operations we had a net loss for the month of (12,773) which gives us a year-to-date net loss of (4,516). The YTD budgeted income 259,083 actual revenue YTD is 262,557 we are above budget for the year by 3,475. Most of the difference is in green fees revenue which is 2,740 more than budget, and interest income is 1,433 more than budget.

On the expense side, employee expenses are below budget for the year by 18,057 or 7%. Buildings and Grounds are 15,623 more than budgeted for the year in repairs/maintenance of the commons due to two water main breaks, one under concrete was more expensive to repair. Total Utilities are below budget for the year by 23,583 due to timing of the last water bill payment. Total General and Administrative expenses are below budget by 5,475 attributed to lower general insurance costs. Total Expenses are 267,073 and budget is 298,566 resulting in a YTD difference of 31,493.

The balance sheet has 240,151 in current assets and 79,550 in current liabilities. The current ratio (current assets to current liabilities) is 3.02 to 1 (a current ratio between 1.5 to 2 is considered favorable).

Cash is at 69,864 in the checking account & 108,435 in the reserve account and 51,075 in the CD which matures 6-29-24, for a total of 229,374. The monthly transfer to the reserve is \$20 a unit x 277 or 5,540 a month.

As of 2-9-24 the bank loan is down to 46,120. Maturity Date is 3/30/2026 Monthly Payment is 1,855.

The lockbox fees for February were 341.

As of 2-29-24 the Accounts Receivable are 14,746 and the Prepaid Dues are (30,017).

There were 5 units more than 90 days past due, letters were mailed to them on 2-16-24. Two of them have made payments, three remain past due.

If there are any questions, please contact me. If not, I would ask that the financial statements be approved as presented.

Mike said that according to our accountant, Barb, we have received \$17,375 in non-resident golf payments since I mailed them on 3/6/2024 - 31 families, 1 grandparent, and 14 single memberships. I believe that I mailed out 165 statements in total but a few of those elected to not rejoin in 2024.

Jeanne moved to approved the financial report. Lon seconded. Motion carried.

Golf:

Golf fees for non-residents has been increased by the Board to \$350 for a single, \$400 for a family and raised league dues (non-residents) to \$10. Youth and grandparent membership fees remain at \$75.

Leagues (Ladies and Men) will start 1st week of May.

Nick has budgeted to increase the tee box sizes. This will enable us to increase usage (more memberships) in the future. He is planning to do 3 tee boxes each of the next 3 years.

The Board would like to hire a Marshal to help identify illegal users of the course as well as to encourage all members to sign in each round. We need this data to determine the possibility of future increases in memberships. The Board has asked me to identify a Marshal to work approx. 12 hours/week for 4 weeks at a salary of \$15/hour. If you have anyone in mind, we are looking at Friday evenings as well as Saturday and/or Sunday times. I am going to suggest to the Board that we forgo hiring a Marshal and use our committee members and other golfer members to accomplish the same (with far less stress on members and hopefully avoiding any anxiety by members).

Discussed possibility of having photo identification on golf tags for residents. The reason is to help marshals identify who is who. We decided it was undoable for a series of significant reasons.

Looked into possibility of using colored letterhead for all of Carol's correspondence with golfers. I will check on what letterhead we have available.

Considered moving dates of renewals to facilitate a Jan/Jan schedule. Carol is receptive to the idea but we don't see a great deal of necessity in doing so. I will check

with Board for further interest.

Carol has provided a document explaining how she handles non-resident memberships as well as resident renewals.

Also, discussed opportunity of night golf tourney and new payment system through website, replacing benches at tee boxes with lighter weight models (using old benches in lieu of buying new ones for perimeter seating for walkers)

Administrative Assistant Report: Don reported the following deed changes: The only change of deeds since last meeting is: On March 8, 2024, 7541 OPR No. 8, from Robert Stroup to Elizabeth Kennedy

Architecture Committee Report:

Architecture - 2024 Surveys happening month of April. Meeting with Architecture & Landscaping committee's happening Sat March 23rd, 10am at the clubhouse.

Bylaws: None

Landscape Report:

Long Range Planning: No landscape report this month.

Concrete: None.

Court Captains: Attending were Nan Hesse, Connie Strohmyer, Dave Fries, Annie Votipka, Kris Grier, Jeff Wilson, Leslie Pieper, Barbara McCuen, Tedda Watts, Susan Schatz, Velda Menard. Maintenance and upkeep were discussed. This will be a part of the 2024 walkabout done by the Landscape and Architecture committees in April. Noncompliance issues will be reported and repairs, etc. will need to be done by the end of October.

Landscape cleanup day is scheduled for April 20, 2024 from 10 a.m. until noon. Lunch will be served following at noon. Nick has plenty of bags. Please see him if you need any.

Leaf bags WILL NOT be picked up by maintenance from November 1 until April 1. Please put any clean up in the garbage. During this time, it does not have to be leaf bags.

Please remind your court that:

1. Garage doors must be kept closed if not in use.
2. Garbage cans must be kept out of sight except for pickup days.
3. Encourage their attendance to Koffee Klatch Tuesday mornings 9-11 a.m.

4. Thirsty Thursday will start the first Thursday of May

The hand rail is up next to the clubhouse.

It was requested that maintenance generally have a mowing schedule so residents know when to water, etc. Also, to please mow everything in that court on that day. Linda will talk to Nick.

If anyone is interested in playing badminton, please contact Connie Strohmyer.

A reminder that NO signs are allowed in the common area. They will be picked up and thrown away.

A reminder to clean up dead leaves, etc. at least 4 feet from the perimeter of your unit.

An Eviction notice was requested for a unit In Gramercy. Linda will follow up.

It was suggested that since we have a resident fox that we should have a name that fox contest.

Garbage service was discussed. It was encouraged that each court use the same garbage service to cut down on the number of garbage trucks driving through the courts. The same with recycling. Only single axle trucks allowed in courts.

The clubhouse is on hold. It was suggested that we get new bids as it appears the contractor is making excuses and start the project in the fall.

Most items will be put in the newsletter.

Respectfully submitted, Linda Siedhoff, Court Captains Chairman

Social Committee.

1. Tuesday Morning Coffee Klatsch

Since the board meeting on February 20, 2024, the Social Committee has continued to host a weekly Tuesday Morning Coffee Klatsch at the clubhouse from 9:00 to 11:00 AM. Anywhere from a dozen to two dozen residents have been attending each get together and contributing \$10 to \$24 to the clubhouse remodeling fund each week. Donuts and other sweet rolls have continued to be purchased from HyVee and offered along with freshly brewed coffee at each coffee klatsch. Since the clubhouse remodeling has been postponed until the fall, coffee klatsches will continue to be hosted until April 30, 2024, if any residents continue to attend each week.

2. Annual Garage Sale Weekend

I have confirmed with Goodwill that our annual Wellington Greens garage sale will be held on Friday, June 21, and Saturday, June 22. Goodwill will pick up donations at end of the driveway of each participating court on Saturday afternoon, June 22, beginning at 3:00.

Residents will be notified about the garage sale weekend through banners at the entrances of Wellington Greens, notices in our newsletter, and emails.

3. Plans for Other Social Events

The Social Committee will meet in April to begin planning the details of our June 21 Summer Party and to discuss other social activities that will be held during the remainder of the year.

Web Site: Don said that Randy would like to kick off the new website in the April newsletter and use the first page and kick Nick and Linda to the second page.

OLD BUSINESS:

NEW BUSINESS: Voles: After discussion, it was decided that Linda would contact the company the worked on the Voles at Tammy's.

Newsletter topics: Garage sales, display golf tag, launch new website

Lon moved that we adjourn. Jeanne seconded the motion. Motion carried.
Meeting adjourned at 4:54 p.m.

Next Meeting: The April, 2024 Board meeting is scheduled for April 16, 2024 at the clubhouse starting at 4:00 P.M.