**Providence Hills Community Association**

**Board of Directors’ Meeting Minutes**

**August 12, 2024**

Meeting Location: Clubhouse (2663 Providence Hills Drive)

Participants:

Present: Taryn Burns, Jose Diaz (joined at 5:50), Andrew McDermott, Mark McKain, Mujeeb Shah-Khan

Absent: None

Guests: Jaime Williams (Bumgardner Association Management), Joined at 6:30: Jessie Alkemeyer, Liz Thomas, Amy Gemereth, Katie McDermott, Sharon McGowan

Board Meeting – Open Session

1. Call to Order
   1. The meeting began at 5:39 p.m. by Mujeeb Shah-Khan.
2. Roll Call
   1. All are present.
3. Amenity Access & Security System
   1. Reviewed the two quotes received from QSI Companies and RFP Technologies.
   2. Decided to ask both vendors to provide a one-year and a three-year option.
   3. **2025 Scope:**
      * Manage gate access to the pool
      * Add limited security around the pool and playing courts with cameras
      * Control of access
   4. **Other Features:**
      * Grouped network between both buildings
      * Taking over CPI security
      * Wifi over facilities
4. Expense Account & Budget Review
   1. **Purpose:** Gather input from committee chairs on their events and programming; the Board is also doing this for all other expense accounts.
   2. **Expense Forms:** Recommended the use of expense forms and tracking receipts against expenses; emphasized the need for transparency regarding expenditures.

**Committee Budget Reviews:**

**1. Social Media**

* + No expenses submitted for 2024.
  + Would like to utilize Canva Pro, but Bumgardner already has access, so no additional funds needed.

**2. Children’s Social**

* + Most equipment purchases were made last year.
  + Considering a coffee truck for coffee and hot chocolate at the holiday party.
  + **Upcoming Events:**
    - Halloween party on October 26 at 4 p.m.
    - Considering an Easter event for next year.
  + **Additional Ideas:**
    - Fire truck foam party (summer event for 2025)
    - Pumpkin carving contest
    - Gingerbread house making contest

**3. Holiday Decorations**

* + 2024 Budget: $1,200, with $210 remaining.
  + Replaced old decorations; don't anticipate major expenditures in 2024.
  + Will need to purchase extension cords.
  + **Luminaries:** Allocated $1,885.94 for sand, bags, and candles, moving $1,900 from Adult Social to Holiday Decorations for this year.
  + Don’t anticipate big expenditure in 2024; lights are good.
  + Will replace entry lights and Christmas trees when needed.

**4. Architectural Review (ARC)**

* + ARC doesn’t foresee a need for a budget in 2024 or 2025.

**5. Adult Social**

* + **2024 Events:**
    - Water aerobics: Spent $600; estimate $960 for the entire summer.
    - Fall party: Estimate $700.
    - Cornhole tournament: Estimate $150.
    - Cookie exchange: Estimate $200.
    - Luminaries budget moved to Holiday Decorations.
  + **2025 Proposed Budget:**
    - Yoga: $300
    - Music bingo: $600
    - Water aerobics: $1,000
    - Fall party: $700
    - Cookie exchange: $200
    - Cornhole: $150
    - Inflation buffer: $200
    - **Total Estimate for 2025:** $3,150

**6. Community Social**

* + Music costs have increased.
  + Pizza nights are a consideration but may be expensive with long lines.
  + Considering other options for catering at the two big events (open and close of the pool).
  + Unsure of vendor pricing until closer to the event date.
  + Anticipate being close to the $10,500 allocated for this year.

**7. Welcome Committee**

* + **2023 Budget:** $1,500
  + **2024 Budget:** $1,000, with $247 remaining.
  + Running out of funds for new families; anticipate 5 to 6 new families for 2025, assuming 9 new families total.
  + **Proposals:**
    - Increase budget to $1,200 for 2025.
    - Combine with Adult Social Committee for events.
    - Provide new residents with a binder and a small plant.
    - Plan one meet-and-greet event per year for all residents welcomed in the past year.

**8. Landscape Committee**

* + New for 2024; no budget currently allocated for 2025.
  + Need to develop a budget for 2025. Board action required.
  + Address issues like fixing the in-ground sprinkler system and the leaning tree by the playground.

**9. Pool Committee**

* + No specific budget; pool expenses are part of the overall maintenance and management budget (approx. 43% of the overall budget).
  + No additional budget needed for 2025.
  + Jessie is willing to assist with other events at the pool.

**10. Neighborhood Message Boards**

* + Need to replace signs that are warped and unable to close.
  + Two boards are susceptible to water infiltration.
  + Could list new neighbors on the boards.

**11. Luminaries**

* + Will move $1,900 from Adult Social to Holiday Decorations for luminaries.

**12. Community Yard Sale**

* + Existing signs may need adjustments to be more generic.
  + Possible need for new signs; no committee is needed.

**13. Budget & Annual Cycle**

* + Consider adding a small contingency line item in the budget, possibly labeled as neighborhood maintenance.
  + Aim to have committee budgets ready by mid-October for a vote at the November meeting.

**14. Volunteers**

* + Emphasized the need for more volunteers.

**15. Revenue Streams**

* + The Board is exploring additional revenue streams to avoid cutting back on essential activities.

1. Adjournment
   1. Andrew made a motion to adjourn the meeting.
      * Seconded by: Mark
      * Vote: Unanimous in favor (Andrew, Jose, Taryn, Mujeeb, Mark).
   2. The meeting adjorned at 7:44 p.m.