**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.