



Chesapeake Haven Home Owners Association

Chesapeakehaven.com

Board Meeting Minutes – July 7, 2018

Present: Board members - Jan Bickford-Morrow, Ted Heath, Tony Meenan, John Molyneux, Connie Loukinen, Brian Bennett, Tom Kehler. Non-board member: Galina McKee

Absent: Kay Kehler and Marshall Leffew, Dean Jones, Nat Rees

The meeting was called to order at 10:10 AM.

Agenda

- **Account Status and Budget** - Tony
- **Beach Stair repair** - status and plans, contractor bids - Dean
- **Audit results** - Jan, Brian, Galina
- **General updates** - mosquito spraying, community clean up, other...

Account status - outstanding dues, late notifications and updated member account lists

Tony Meenan proceeded to give the Treasurer's report.

1. The budget reports are posted to the ChesapeakeHaven.com website.
2. The CHHOA resident agent has been officially changed to Marshall Leffew.
3. The HHOA Corporate status is now in good standing.
4. Notification has been received that our web site domain name is due to expire. The letter will be given to Kay Kehler for verification and action if necessary.
5. Reserves - follow up from Spring General Meeting. Tony reported on a new MD law for HOA reserves.
Tony said a survey of our Reserve Account must be prepared and submitted by October 2018. It should outline a plan for use of the funds.
It was unclear on the details of the survey and how it applies to CHHOA so Tony will follow up and provide a bill number. As of now he believes there is no required amount for HOA reserves. No action will be taken until the bill information is provided.
6. AED – Question raised about whether it was included in the CHHOA reserve totals. The AED is not property of the CHHOA and all costs associated for maintenance should be managed outside of the CHHOA budget. Tony needs to check and update the budget report.
7. The total amount of funds available as of July 5, 2018 was \$24,707.44.
8. Corrections: 2018 Dues Received should read 2018 Cash Received, date of report and confirmation on AED.
9. No vote was taken to accept the budget report. Tony will update the items mentioned above and re-distribute to the board.

2018 Dues

1. A motion was made and seconded that _____ should be billed for 2 lots. It was passed with a vote of 5 in favor and 2 opposed.

Chesapeakehaven.com
Board Meeting Minutes – July 7, 2018

2. It was noted that Tony needs to send _____ a letter requesting her attorney's name and explaining per SDAT, she is the named legal owner of the parcels and responsible for the CHHOA dues for each billable parcel.
3. It was also noted that Tony should send notices with invoices including a late fee of \$10 for 2018 dues, and \$20 late fee per year for 2017 and prior dues to the members whose accounts are not paid. The 2018 late fee will be billed \$20 if no payment received.
4. Brian will follow up with the renters on the address for one member whose mail is repeatedly returned.
5. Going forward, Tony will print and save a hard copy of all invoices and statements sent to members.

Beach Stair repair - status and plans, contractor bids

Dean Jones was not present to provide an update and plan on the beach stair repairs.

- Marshall reported via email to Jan he has no update and he had not heard from Dean.
- Jan has requested a status update, and also provided them with some information on a company that does beach stair construction and has not heard back.
- Concern raised on the delays and condition of the top landing and safety.
- It was decided that if no presentation on the plans to move forward by the next board meeting Ted Heath volunteered to work on obtaining quotes.

Audit results

The attached CHHOA Account Audit was reviewed. Jan and Ted reviewed this with Tony on May 15th. Tony reported no progress was made to correct the errors. The questions were answered at the end of the meeting.

Brian and Galina presented the findings of the full audit of the books.

1. A motion was made and seconded that _____ should be billed for 2 lots. It was passed with a vote of 5 in favor and 2 opposed.
2. Problems with auditing due to lack of hard copies for invoices, which also impacted the high legal fees from 2016-2017. The charges are challenged.
3. Validity of the elections due to 3 invalid ballots. The tie for the treasurer's position in the 2017 Fall General meeting vote is being challenged because members who received the invalid ballots stated off the record, they voted for Tony Meenan, which raises questions on how the tally resulted in a tie. The Fall General Election is being challenged.
4. Due to additional findings of undocumented expenses for sizable payments, legal expenses to pursue unpaid the board agreed on seeking legal counsel to resolve the open questions. It was agreed that Jan will include Galina and any other board member who wishes to accompany them. The goal is to obtain legal guidance on findings that are also included in the AG's investigation.

The next board meeting will be in August. Jan will reach out to the rest of the board to obtain availability and schedule the meeting.

The Assistant Secretary had to leave at 12 PM because of a previous appointment. The remaining minutes were captured by the group.

Respectfully Submitted,
John Molyneux



CHHOA Account Audit – 2018 Records

This includes the electronic information provided in QuickBooks records.

Inconsistent billing:

- [REDACTED]
- [REDACTED]
- [REDACTED]

Unbilled or undocumented late charges for past due accounts:

- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- [REDACTED]
- 1 parcel claimed to be owned by [REDACTED]

Election Related: For the 2017 ballots for the 2017 Fall Meeting, voting for new board members, the following received ballots per ballot list from Kay. These were invalid and the vote counts should be removed from the results.

- [REDACTED]
- [REDACTED]
- [REDACTED]

Supporting details based on 2018 records review of QuickBooks accounting:

1. [REDACTED] Balance of \$160.00 for 2017. Received ballot for 2017 Fall General Election
2017 Dues - \$235.00
Check#2413 4/22/17 \$75.00
No Late charge billed.
2. [REDACTED] Balance of 2017 dues not paid until 3/8/18. Received a ballot for 2017 Fall Gen Election
2017 Dues - \$235.00
Check#263 5/1/2017 \$58.75
Check #288 8/1/2017 \$58.75
Check#328 3/8/2018 \$117.50
3. [REDACTED] Balance of 2017 dues still outstanding. As of Dec 2017 not in good standing but paid \$250 to attorney to review the deed to determine [REDACTED] was eligible to run on the board.
2017 Dues - \$235.00
Check#302 3/14/17 \$60.00
Check#304 7/1/2017 \$60.00
Check#305 10/1/2017 \$60.00
Balance as of 2018 - \$55.00
Was not charged a late fee of \$20.

CHHOA Account Audit – 2018 Record

4. _____ is listed on the customer list as co-owner of two properties with _____ is not on the deeds.

CHHOA Account Audit – 2018 Records – (continued)

5. _____ – Outstanding 2017 dues - \$235
Was not charged a late fee of \$20
6. _____ in addition to the improper billing of parcels, late charges were not recorded.
7. _____ - No late charges billed for the outstanding dues. Is a lien filed? Are the totals below for 2017 for two parcels?
- | | | | |
|-----------|------------|-----|----------|
| • Invoice | 01/02/2017 | 16A | \$255.00 |
| • Invoice | 01/02/2017 | 16B | \$235.00 |
| • Invoice | 03/08/2018 | 74B | \$210.00 |
8. _____ Outstanding balance – Was the late charge billed?

Additional Questions

- tom kehrler – Entry in customer list for tom kehrler, in addition to the entries with Kay Kehler for the two parcels on Ohio
 - deleted
- Why do all the 2018 customer accounts have different billing dates?
 - Correct on statements
 - Will be corrected and the body of the text will be fixed.
- Why do the 2018 customer accounts have a due date other than 4/30/2018, for example all are dates in February? All of the 2018 bills were due 4/30/2018.
 - Corrected
 - Late billing will have duplicates printed by Tony
- Where is the billing information for the past due accounts?
 - Tony stated they were sent, will be recreating the Sue Thompson;s.
 - No invoices were sent for the 2017 prior due that are outstanding.
 - 2018 past due will be \$10 for the first late billing, invoices will be sent for previous years outstanding with total \$20.

CHHOA Account Audit – 2018 Record

5. What are the two balances for the accounts representing? Do we have two different bank accounts?

Account Balances	
ACCOUNT	BALANCE
♦ Accounts Receivable	18,558.49
♦ PNC Bank	1,022.97

6. Pending until further research with Tony Meenan – How were the invoices created for the mailing? It appears it was done through linking to an external spreadsheet. Where is that spreadsheet? Where is the invoice template?

FINAL

