

Warminster Heights home Ownership Association, INC.
Finance/Board of Directors Meeting
Zoom Meeting
October 13, 2020

COMMITTEE PRESENT:

William Emsley, Chairperson
Rose Russell, Vice Chairperson
Samira Davis, Treasurer
Denise Chilton-Colon, Vice Treasurer
Laurel Heebner, Secretary
Jose Quinones
Kermitta Wiedemann
Catherine Martin
George Bowers

MANAGEMENT PRESENT:

John Boyle, Managing Director
Pete Croak, Maintenance Director
Rita Hrin, Office Manager

OTHERS:

Jaclyn Bullock, Bookminders
Todd Savarese, Solicitor
Dean Solis, Auditor
Jimmie Mo, Auditor

CALL TO ORDER:

The Board Meeting was called to order by Chairperson William Emsley at 6:30 p.m.

AUDITORS:

Dean Solis and Jimmie Mo, from the audit firm, EisnerAmper, were in attendance to review the July 2019 to June 30, 2020 Annual Audit Report and management letter.

Jimmie Mo stated that there was some delay with covid-19. Timing was good and the auditors worked remotely. There are no new significant accounting policy and financial statements are consistent year over year.

Dean Solis stated that the opinion is the most important thing, and the highest opinion was received. Finance is fairly presented and there are no real issues. PPP payable related to the pandemic is expected to be forgiven. Major change on the schedule was the carrying charge increase. Operations is bringing in money.

Balance sheets are very consistent.

There are no questions for the auditors.

William Emsley thanked Jimmy Mo and Dean Solis for taking the time and effort to complete the audit. Appreciate what John and Rita did to get you the information. Job Well Done.

TREASURERS REPORT:

Samira Davis presented the finance minutes from September 7, 2020 meeting. Samira asked if there were any omissions, additions or corrections.

Warminster Heights Home Ownership Association, INC.
Finance/Board of Directors Meeting
Zoom Meeting
October 13, 2020

A MOTION WAS MADE BY WILLIAM EMSLEY TO APPROVE FINANCE COMMITTEE MINUTES FROM SEPTEMBER 8, 2020. SECONDED BY GEORGE KERMITTA WIEDEMANN. MOTION CARRIED BY A VOTE OF 8-0-1. Rose Russell abstained.

Approval of Regular Housing Bills List:

Samira Davis presented the Regular Housing Bills List for Board Approval.

A MOTION WAS MADE BY KERMITTA WIEDEMANN TO APPROVE THE REGULAR HOUSING BILLS LISTS IN THE AMOUNT OF \$ 468,431.03; SECONDED BY ROSE RUSSELL. MOTION CARRIED BY A VOTE OF 9-0-0.

Approval of Family Housing Bills List:

Samira Davis presented the Family Housing Bills List for Board Approval.

A MOTION WAS MADE BY DENISE CHILTON-COLON TO APPROVE THE FAMILY HOUSING BILLS LISTS IN THE AMOUNT OF \$120,756.09; SECONDED BY LAUREL HEEBNER. MOTION CARRIED BY A VOTE OF 9-0-0.

Samira Davis presented the shared expenses from Family Housing to Regular Housing in the amount of \$136,689.99.

Samira Davis stated that the Membership Equity is \$8,967.33.

SECRETARY REPORT:

Laurel Heebner presented the minutes from the September 8, 2020 Board of Directors Meeting for approval.

Laurel Heebner asked if there are any omissions, additions or corrections to the minutes.

A MOTION WAS MADE BY ROSE RUSSELL TO ACCEPT THE SEPTEMBER 8, 2020 MINUTES AS PRESENTED; SECONDED BY KERMITTA WIEDEMANN. MOTION CARRIED BY A VOTE OF 9-0-0.

ANNUAL MEMBERSHIP MEETING MINUTES:

A MOTION WAS MADE BY ROSE RUSSELL WITH CORRECTIONS TO ACCEPT THE ANNUAL MEMBERSHIP MEETING FROM SEPTEMBER 24, 2020 AS PRESENTED; SECONDED BY KERMITTA WIEDEMANN. MOTION CARRIED BY A VOTE OF 9-0-0.

WELCOME NEW MEMBERS:

No New Members

Warminster Heights Home Ownership Association, INC.
Finance/Board of Directors Meeting
Zoom Meeting
October 13, 2020

COMMITTEE REPORTS:

Finance/Bid:

None

Fundraisers:

Nothing For this month

Membership Relocation:

Rita Hrin stated that the Management recommends the following applicants for approval:

Stephany Morenco and Jinho Jang- 1 Bedroom Regular
Shannon Rosales- Add-on Co-owner- 32 Potter St.

A MOTION WAS MADE BY WILLIAM EMSLEY TO ACCEPT THE APPROVED APPLICANTS LIST RECOMMENDED BY MANAGEMENT FOR APPROVAL; SECONDED BY ROSE RUSSELL. MOTION CARRIED BY A VOTE OF 9-0-0.

Building Rental:

Kermitta Wiedemann stated that there is \$12,101.09 in the bank account. We are still on hold and we will not be opening up for rentals.

WHDC/ Auxiliary:

Nothing for this month.

MONTHLY REPORTS:

William Emsley stated that there is no need to go line by line for monthly reports. We will ask any questions all at once.

Housing Reports:

No Questions.

Maintenance Directors Reports:

Rose Russell asked who checks the work after the contractors are done. Pete Croak responded that he does. Rose Russell stated that she heard workers outside her house talking that work on beams was not done correctly. John Boyle stated it might be from termites and Moyer has been hired. Rose Russell asked if there are pictures. John Boyle responded yes and gave the process as to how the pictures work.

Warminster Heights Home Ownership Association, INC.
Finance/Board of Directors Meeting
Zoom Meeting
October 13, 2020

William Emsley stepped in and stated he had Don Quinn take pictures and has proof the work was not done correctly. There was further discussion on this topic.

Rose Russell asked why board members were not notified about the Mandatory Bid Meeting. Denise Chilton-Colon responded that she read it in the newspaper. William Emsley stated that anybody can call John or Pete at any time to check out a unit. Always be involved and ask questions. William Emsley stated that he has a son moving in, so he is seeing firsthand the process of how move-in and move-outs work. He wants to make sure it is the same for everyone.

Family Housing Report:

No Questions

Managing Directors Report:

Denise Chilton-Colon asked why John had on his report 39 Jamison Street with no explanation. John Boyle stated that the house is a disgrace and needs to be worked on. Catherine Martin asked if anyone has inspected inside. John Boyle stated not yet, working on the outside.

William Emsley stated that this election was a nightmare with the new rules. Sent an email to all the staff thanking them for all their hard work. They did a phenomenal job.

Solicitors Report:

A MOTION WAS MADE BY WILLIAM EMSLEY TO ACCEPT ALL THE MONTHLY REPORTS AS PRESENTED;
SECONDED BY DENISE CHILTON-COLON. MOTION CARRIED BY A VOTE OF 9-0-0.

Unfinished Business:

No Unfinished Business.

New Business:

William Emsley welcomed George Bowers to the Board. He also congratulated Jose Quinones on making it back on the board. William Emsley stated that he is looking forward to working with this board and let's continue to make the community better.

Public Comment:

William Emsley stated that it has been brought to his attention that a tree behind 1-3 Hart need to be cut back. John Boyle stated that he and Pete Croak will take a look at it.

Rose Russell stated that 2-6 Craven have a big sink hole. Pete Croak responded that the Township is aware and handling it.

Denise Chilton-Colon wished Pete Croak a Happy Birthday.

Warminster Heights Home Ownership Association, INC.
Finance/Board of Directors Meeting
Zoom Meeting
October 13, 2020

Board Comment:

William Emsley stated with Covid-19, there are limitations with how many people can be in a room. We need to think about having the board meeting streamed. Rita Hrin commented that there can be 100 people on zoom she just needs emails. John Boyle stated that we can record and find a way to post them. Todd Savarese suggested that the meeting could be live streamed on Facebook. William Emsley stated he would bring his iPad to live stream. Everyone is OK with this idea. Denise Chilton-Colon asked if they could comment during the meeting. William Emsley stated that nobody will monitor the comments, but they can email their questions before hand.

William Emsley asked if minutes could be completed a couple days after the board meeting and posted. Denise Chilton-Colon responded that the minutes must be approved and signed first. William Emsley asked if a motion was even needed. Todd Savarese stated that a motion is needed to accept the board minutes.

Denise Chilton-Colon stated that the Coat Drive is scheduled for Sunday between the hours of 1:00 p.m. and 4:00 p.m. people would come in get a coat and leave.

Rose Russell asked if they would talk about insurance and Potter Street parking lot. There was discussion regarding the insurance. It was decided that John Boyle would call Brian Warner to have a meeting with the board for further information regarding insurance. Rose Russell stated they are working on a policy for the Potter Street lot. She stated that there are 19 oversized RV's.

Laurel Heebner asked for a newsletter to be sent out. Rita Hrin stated she would be able to if she had all the information and material.

EXECUTIVE SESSION:

Meeting was adjourned at 8:20 p.m. for Executive Session.

Meeting was called to order at 8:32 p.m. for continuation of the meeting.

BOARD ACTION:

No board action needed.

Warminster Heights Home Ownership Association, INC.
Finance/Board of Directors Meeting
Zoom Meeting
October 13, 2020

ADJOURNMENT:

A MOTION WAS MADE BY WILLIAM EMSLEY TO ADJOURN; SECONDED BY KERMITA WIEDEMANN.
MOTION CARRIED BY A VOTE OF 9-0-0.

Meeting adjourned at 8:33 p.m.

Respectfully Submitted,

Rachel Flanagan

Rachel Flanagan
Administrative Assistant

Laurel Heebner

Laurel Heebner
Secretary