

CANNON RIDGE HOMEOWNERS ASSOCIATION
MONTHLY BOARD MEETING
December 12, 2012, 7:00 PM
Keedysville Town Hall

ATTENDEES:

Board Members: Scott Rinebolt
Ken Lord
Carrie Hetrick
David Reichenbaugh
Lorraine O'Connor
Chad Hartman

Homeowners: none

CALL TO ORDER: The meeting was called to order at 7:10pm.

QUORUM: A quorum was determined to be present by the Board.

ARC REVIEWS: none presented

COMMUNITY CONCERNS: none raised

NEW BUSINESS:

New Management Company

We have officially signed on with PMP; Lorraine provided highlights of a discussion she had with Ed Thomas on details and their capabilities.

The need for an outside management firm was discussed, two main reasons being

- 1) Board members expressed the need for assistance with management functions, mainly the financial functions
- 2) The inspection and violations function should be done by an independent third party (i.e. a management company representative, not board members)

Our community manager will be Keith Stains

PMP will be sending an introduction letter to homeowners which will explain new payment procedures

Will have ID and PW for each homeowner – they show a list of 84 homes (check this)

They have all financials from us and from AMS

Will use accrual method of accounting, quarterly invoices for our billing

Lockbox

Banking is done in Phoenix

Will use Smartstreet, as they specialize in community banking

We will maintain dual access to all accounts – our contact is Kay Rolon - ext 1018

Any problems with access call Kay

Rewriting Covenants

Rewriting the covenants was again discussed

Original copy given to us by Clagett was a .pdf; we had been converted to a word file for editing

PMP requested a copy for their records

NEXT MEETING:

- January 9th, 2012 (this meeting was later cancelled, next meeting to be held February 13th, 7pm at the Keedysville Library - Town Hall unavailable due to a Water Board meeting)

ADJOURN:

- Meeting adjourned at 8:15pm.