

Odessa National Board Meeting Minutes

Date: 10/1/19

Time: 7:03pm-8:33

Attendees: Daniel Camputaro, Greg Wuthnow, Cecelia Scherer, Douglass Krantz, Yuliana Goldin-Dunn, Joey Nicely

Absent: Rob Cunningham, John Deck

1. JS Homes
 - a. Plan to move out October 10th
 - b. Information regarding lots has been provided and lots have been determined to not be adjacent to the golf course
2. Quickbooks
 - a. No purchase has ever been made
3. WSFS Accounts
 - a. Daniel met with Justin Friday, accounts have been turned over
 - b. Daniel and Joey now have access to accounts and debit cards for both have been ordered
 - c. Online account access still needs to be changed
 - d. Justins name has been removed from all accounts
4. Justin Campbell
 - a. Has contacted the IRS on Monday 9/30/19 regarding removing his personal info from the EIN and was advised to call back Wednesday
5. P.O. Box
 - a. Daniel now has access and last checked it Friday 9/27/19
 - b. Name still needs to be changed over
 - c. Daniel will be checking the box 2x per week
6. Park
 - a. Rob emptied trashcans this past weekend
 - b. Rob assessed what equipment will need to be dismantled
 - c. Rob has started looking into private grants for the park
7. Rob motioned to accept last meeting minutes
 - a. Motion was 2nded and accepted
8. Cecelia Motioned to have H&M Associates complete the back taxes
 - a. Motion was 2nded and accepted
 - b. 2nded and accepted
 - c. Joey will reach out to John Tracy for clarification before starting the filing
 - d. Joey will get in touch with H&M Associates
 - i. Will contact H&M regarding 2 EINS and documents needed to file
 - ii. Will research short term CD rates
 - iii. Will research Quicken and any available discounts to get it

- e. Tax Forms to be filed
 - i. 1120-H
 - ii. Delaware Corporation Income Tax Return
 - iii. Taxes last filed in 2017
- 9. Insurance Needs
 - a. Commercial General Liability no less than 1 million per occurrence
 - b. Directors and Officers
 - c. Blanket Fidelity Bonds for each member of the board
 - d. Cecelia stated she would try to help get Directors and Officers as well as Blanket Fidelity policies
- 10. Property maintenance post turn over needs
 - a. Property Management Co options
 - i. 1st Service Residential
 - ii. B&C Communities
 - iii. MRA Property Management
 - iv. Will need a presentation from candidates
 - b. Yuliana will post an ask in the local Facebook communities to see who does property management in the following communities
 - i. Cantwell Ridge
 - ii. Lakewood
 - iii. Willow Grove Mill
 - iv. The Legends
 - v. All board members are to take the opportunity to visit these communities and take a look at condition
 - c. Cecelia will reach out to a contact regarding getting some info on our drainage ponds
 - i. Cecilia will talk to Bill Bells office to request someone from the county to educate members of the HOA board on the maintenance and condition of our drainage ponds
- 11. At settlement each home pays \$300 for maintenance corp.
 - a. Where are the funds going from May 2018 to present?
 - i. Yuliana will run a query to identify how many properties have sold since May 2018, so board can have a solid number of fees owed to board by Capano.
 - b. These funds have not been turned over
- 12. Chapter of Community Associates
 - a. Is comprised of HOAs, and a great resource to help with turnover questions
- 13. Financials
 - a. Currently in WSFS
 - i. Checking account: \$4404.86
 - ii. Savings account: \$140,246.48
 - iii. September Interest: \$5.77
- 14. John Deck
 - a. Will look at insurance info
 - b. Will look into storm water retention

15. Greg

- a. Will look into Property Management Cos
- b. Will look into retention pond maintenance

16. Daniel

- a. Will get Cecelia info for insurance
- b. Will work on updating the website
- c. Will check P.O. Box
- d. Will keep in touch with Justin

17. Joey

- a. Will research payment systems, but most likely PayPal is the best

18. Next meeting is scheduled for October 15th

Meeting adjourned 8:33