

# TSEHA Monthly Board Meeting Minutes

Mar 26, 2024 6:30 PM / Johnny's Pizza

## Attendees

Tim Mallien ▾ Mark Alvarez ▾ Barbara Chitman ▾ Angie Ishler ▾ Bob Knighton ▾  
Jonathan Varnell ▾ Jaime Waites ▾ Seantell Williams ▾

## Absent

## Call to Order

Jan 16, 2024 6:30 PM

## Agenda

### General Reports

#### 1. Treasurer's Report

- Money Market balance as of Feb 26, 2024 : \$32,491.02
- Checking balance as of Feb 29, 2024 : \$63,211.61
- 2024 assessments: 198 of 263 payments received to date.

Quickbooks is up for renewal. We will be required to go to the online version - discuss in new business

#### 2. Green Belt Update

- Mowed 3 times
- Bob is getting bids to trim trees and replace concrete panels
- Concern with mowers and safety of their workers brought up and dealt with

#### 3. President's Report

- Allegra at Shreveport
- Emailer monthly update to the neighborhood

## New Business

### 1. Liens and demand letters for past due properties

#### Demand Letters

- \$1,000 for demand letters to be sent via regular mail and certified mail plus the cost of certified postage.
- Properties are double checked to ensure demand letters go to the correct owners.
- Demand letters will include a copy of their statement and tack on a \$75 attorney's fee to recover the initial investment we make as a board.
- Properties given 30 days to contact us to arrange repayment before liens will be filed.
- Suggests sending letters to all properties who owe more than \$330 (3 years)

#### Liens

- Filed after 30 days if no response is received by us
- Billed .3 hours per lien (\$250/hr) added on to the past due account, so approximately 3 liens would be \$250.
- Liens are good for 5 years of filing
- \$300 is added to amount owed for recording and legal fees.
- If a lien is filed, then contact with us ceases and they must contact the attorney to pay the balance owed.

#### Lawsuits

- Attorney recommends filing lawsuits with balance owed plus the court and attorney's fees

#### Discussion/Concerns

- Send letters out warning of pending liens to all properties past due explaining what's coming and send by certified by mail second week of April.
- Ask if we decide to go down to \$330, will we start over with the \$1000 for demand letters or with it be reduced?

#### Decisions

- Start with \$550
- Warning letters sent with statements by certified mail with receipt request, with a deadline of May 15th to make contact with the board and arrange to make payments that are agreed to by us.

#### Vote

Motion to Proceed: **Bob Knighton** ✓

Second: **Jamie Waites** ✓

**Motion Approved** Yes ▾

2. Establish standard protocol for past due assessments

Length of Time Past Due: 5 years past due or greater

Procedure Steps: Review in March of 2025 to see how successful 2024 was

Codify into by-laws at next annual meeting: Good until March 2025

**Motion to Proceed:** Tim Mallien ▾

**Second:** Mark Alvarez ▾

**Motion Approved** Yes ▾

3. Moving to Quickbooks Online

QB Online Essentials or Plus will Work. Essentials is \$60/Month and Plus is \$90/Month

[https://quickbooks.intuit.com/learn-support/en-us/help-article/purchase-orders/reports-included-quickbooks-online-subscription/LOs4KrGgr\\_US\\_en\\_US](https://quickbooks.intuit.com/learn-support/en-us/help-article/purchase-orders/reports-included-quickbooks-online-subscription/LOs4KrGgr_US_en_US)

Must be paid by debit or credit card, ACH is not accepted.

May need to get a business debit card with a small daily limit that we can use for recurring charges like Magic Jack, QB, and Webhosting

### Discussion/Decisions

- Profit/Loss Statement for accountant is necessary
- Go with Quickbooks Essential for Now and will upgrade to Plus if needed.

**Motion to Proceed:** Mark Alvarez ▾

**Second:** Bob Knighton ▾

**Motion Approved** Yes ▾

### **Last Meeting Follow-up**

1. Spring Fling - Face Painter, bounce house, hotdogs, and kona ice
2. Insurance set to renew soon, expect an increase of 10-15% of the premium

## **Action Items**

1. Begin bidding process for concrete and tree trimming
2. Bids to fix the door

3. Call Kona Ice (Give away 50 or cost) and Duvall's

## Next Meeting

May 14, 2024 6:30 PM CST

## Meeting Adjournment

Mar 26, 2024 7:30 PM