



PCS HOA Board Meeting

Minutes (09-12-16)

Meeting Start – 6:32pm

Board Attendees –

- Bryan Kopp (President)
- Mike Morgan (VP/Grounds & Maintenance, Codes & Covenants)
- Paul Jimenez (Director/Website)
- Rick Bierwagen (Director/Secretary)
- Dan Bisher (Director/Treasurer)

Guest Attendees –

- None

Topics Discussed

Treasurer's Report -

- Report was presented by Dan Bisher and was approved unanimously by the Board.
- Financial Report –
 - Primary Account -

Beginning Balance 8.1.16	\$ 63,608.90
Receipts	\$ 9,498.48
Disbursements	<u>\$ 15,714.29</u>
Ending Balance	\$ 57,393.09
 - Reserve Account –

Beginning Balance 8.1.16	\$ 30,249.28
Interest	<u>\$ 6.30</u>
Ending Balance	\$ 30,255.58
 - Bank Account –

Beginning Balance 8.1.16	\$ 1,366.47
Deposit	\$ 0.00
Withdrawal	<u>\$ 51.22</u>
Ending Balance	\$ 1,315.25
 - Total Balance 8.1.16 \$ 88,963.92
- City & Village will be instructed to separate the general ledger posting for lawn care and tree removal expenses being invoiced by Putnam.
- The cost of the GATOR has been posted to the general ledger Miscellaneous account. To track all ongoing maintenance costs, i.e. oil, gas, a separate account will be established to include the price incurred for the purchase of the GATOR.
- The title for the GATOR was given to Rick Bierwagen. It will be scanned and placed on the Director's Page of the PCS HOA Website.

- A copy (e-mail) of all payments made each month is being sent to all Board Members by Dan Bisher.
- The Missouri Registration Filing of \$21.25 has been made. This is a 2-year renewal.

Secretary's Report –

- The minutes for the August 15th Board Meeting were approved.
- All 2015 and 2016 Board Meeting Minutes to date are now available on the PCS HOA Website. This will be a continuing process standard.

President's Report -

- A reminder of the meeting to discuss the 2017 HOA budget is scheduled for Monday, September 19th, from 6:30 - 8:30pm. The goal is to have a final budget ready by November.
- Next two subdivision events (Fishing Derby and Santa Visit) were discussed at length.
 - The Santa Visit planning has begun. It is scheduled for Saturday, December 18th, at 5pm. The estimated cost (already budgeted) is \$250, which includes \$100 for candy, \$100 for Sant, and \$50 donation to Fire Department.
 - The planning for the Fishing Derby scheduled for September 17th has been completed. Board Members need to arrive by 8:00am for the official start of 9:00am. The lake (Superior) is scheduled to be stocked on September 15th. The budget was increased from \$760 to \$930 due to additional fish being ordered and setup fees for the Visa Gift cards ordered from Great Southern Bank. The cost of the fish and delivery will be invoiced and paid a few weeks after the event.
- The HOA has been invited to participate in the Fall Festival held by Life Springs Community Church, which will be held on October 29th from 1-4pm. The Board has approved the PCS HOA wording that will be included on the flyer being prepared by Life Springs Community Church.
- Bryan Kopp has received the signed Easement Deed for the space being used for the subdivision monument at 2 Park Charles Boulevard North. The documentation was given to Rick Bierwagen for filing. He will scan and place on the Director's page of the PCS HOA Website. The associated attorney fees have been paid.
- The next PCS HOA Newsletter has been completed and will be available for Board review next week.
- The PCS HOA website was reviewed by the Board with favorable responses.
 - The monthly Treasurer's Report will be added.
 - Access to all subdivision residents will be activated.
 - The Director's page will remain to store easement documentation, insurance policies, equipment titles, etc.

Grounds & Maintenance Report –

- The lowest bid to repair the monument at Park Charles Blvd/Howell Road is \$13,254. Another higher bid was also received. Both bids have been sent to State Farm Insurance to resolve.
- Mike Morgan reported that the removal and donation of the snow sleigh located in the HOA shed has been completed.
- The GATOR has been purchased.
 - The shed has been cleaned up and now space is available to store the vehicle.
 - The Board approved \$200 to help in securing the vehicle, i.e. chains, locks, floor mounts, etc. The Shed Maintenance general ledger account will be used to log these expenses.
 - To insure the vehicle, the Board approved the attaching of this to the Common Grounds' policy purchased through The Lindenwood Agency. The additional cost is \$220, per year which includes a \$500 deductible.
- The Common Ground Maintenance Contract with Putnam is for a 10-month period.
- The damaged median curb at 59 Park Charles North has been fixed by St Charles County.

- The 2016 tree removal budget is \$10,000. To date, only \$2,800 has been used.
- The shed permit request at 644 Watkins Glen and the fence permit request at 12 Lake Charles have been approved. A variance to the distance from the shed to the common grounds was also approved.
- The owners of some of the Willow Glen condos on Park Charles South (old subdivision pool site) have reported seepage from the lake dam. After inspection, it appears it is not seepage but drainage issues. This would be the responsibility of the condo owners to resolve. A letter will be sent to those affected residents detailing our findings.
- The drain pipe at Atwater and Newberry needs to be replaced due to erosion of the iron pipes and associated joints. This is causing the ground surface to collapse. A bid from Drain Surgeons LLC. was received. The scoping of the pipes is estimated at \$3,200, plastic pipe replacement at \$10-12,000 and additional labor, for a total estimated cost of \$30,000. This will be reviewed at next week's 2017 budget meeting.

Web Site Maintenance Report –

- No updates at this time.

Meeting Ended – 8:04pm.