



Blue Ridge Estates Homeowners Association of Coconino County

Board of Directors Working Budget Meeting Minutes

Meeting Date: September 16, 2021

Time: 4:00 PM

Location: Zoom

Meeting called to order:

Time: 4:02 pm

Quorum Met, Board members present:

- Mike Bourne
- Dan Trainor
- Catherine Rogers
- Deb Althouse
- Brian Alexander

Property Owners Present: None

Agenda Approved unanimously by the Board

Meeting Agenda:

1. Review/approve April 29 and July 29 meeting minutes.
2. Review DRAFT budget plan being prepared by Brian (Treasurer)

Adoption of the Minutes from April 29, 2021:

- Motion by: Dan
- Second by: Deb
- Motion passed: Unanimously

Adoption of the Minutes from July 29, 2021:

- Motion by: Catherine with correction to one word to infested under Bark Beetles
- Second by: Brian
- Motion passed: Unanimously

1. DRAFT Budget Discuss

Brian went over the 2017-2021 Financials and explained the changes he made and the various roll-up categories (example other income). Dan suggested Brian add the actual HOA assessment amount so we can easily see when assessments have been increased. Brian asked for clarification on 2020 Bad Debt – per Mike it was decided to write off debt/penalties not collected. Brian is

looking into why HOA is paying income taxes as most, if not all of our income should be tax exempt. Management fees Brian added collection fees and website management. Mike stated we do need to break out to the account numbers as that is what HOAMCO uses. Ted asked why we are paying for two websites. Mike stated last year was a transition year as our website is new. Plan is to drop the Caliber website. Ted suggested a link to the HOAMCO website from the BRE website.

Brian stated he did a lot of research on inflation and models are showing 3%. Added 3% to management fees, office/administration fees, professional fees and storage.

Mike proposed we budget \$0 for late fees. Dan asked if we are trying to show a balanced budget. Mike stated budget must be broke down by account for the final budget.

Brian stated that is his plan after this meeting after receiving feedback on the high-level numbers.

Mike asked Ted when does budget need to be completed and finalized. Ted stated he needs by last week of October. Ted will be sending Brian a draft budget based on today's call. Mike stated next meeting is November 4th and Ted stated November 4th should be fine. Ted went over the tax bracket and is going to ask accountant to make some changes. Catherine explained she believes the reason we pay taxes is due to the interest income especially on the CDs.

Ted asked about the legal fees and Mike explained the situation.

Brian then went thru the 2022 Detail Forecast and how it ties to the first report he went thru.

Catherine suggested we add a very small line item for Fire Safety for spray paint and or flags to tag trees or issues. Mike suggested we drop Caliber website and add money for an additional mailbox cluster. Mike would also like to budget for website maintenance as he is doing it now. Generally, this runs approximately \$80 a month. Discussion around storage unit and retention policy. Brian volunteered to try to get eyes inside the storage unit to determine how many boxes we are dealing with.

Brian will work on fine tuning the budget. Mike requested a zero-net budget as much as possible.

2. Open Session to Membership - None

Motion for Adjournment:

Motion by: Deb

Second by: Brian

Motion passed: Unanimously

Meeting adjourned at 5:19pm.