**Heritage Farm POA**

 **Fall 2020**

**Bi-Annual Meeting**

# Meeting Agenda

**Location**: Heritage Farm Pavilion
**Date**: October 11
**Time**: **2:30 p.m.**

1. Call to order
2. Introduction of POA members present and Alderman Frank Baptist/introduce new Heritage Farm residents attending their first POA meeting.
3. Introduce Mayor Farmer and guest speakers (Creek water issues, grass clippings in the street, etc.) Questions of those in attendance will be addressed!
4. Minutes from the Spring 2020 Meeting (Posted on website).
5. Treasurer report and presentation of budget.
6. Maintenance needed: Playground needs some rotted boards replaced.
7. Thank you to Sarah Burns for doing an outstanding job organizing the pool volunteers! Her assistance along with all the wonderful volunteers kept the pool open during this restrictive time of Covid-19. We appreciate all the volunteers and couldn’t have opened without them!
8. Thank you to Cindy Brown for organizing the neighborhood garage sale that was postponed due to Covid-19! Cindy quickly organized the sale, posted signs, and communicated with our residents to find the best date.
9. Volunteers needed: Mail out notices – stamps, letters and envelopes will be provided. Alternate person to take minutes at our meetings – Bi-annual meetings and 2-3 board meetings each year. Handyman – small repairs such as sprinkler heads, replacing lights, etc. Board members – available to answer questions through email, phone, and/or messages.
10. Questions?
11. Adjournment

Volunteer Board Members Duties:

President and Vice President – Field questions to the appropriate committee and answer questions not covered by other committee members. Organize seasonal timeline, volunteers, check-ups and maintenance for openings, closings, inspections, repairs, yearly cleaning, etc. Secure votes from board members on bids, equipment purchases, major repairs, financing, and other questions that need addressed. Serve as a knowledgeable resource for the HFPOA Covenant, By-Laws, and other contracts, loans, etc. Notify winning bid entity and sign contracts. Terminate contracts as deemed necessary. Update and sign financial contracts. Seek advice from our attorney when necessary. Assist with updating pool key fobs, etc. Schedule board meetings and email board members regularly for discussion and updates. Sign all checks.

Treasurer – Check post office box regularly. Credit all dues, fines, reservation payments, and other income to the appropriate account using Quick Books Accounting Software. Debit all expenditures for utilities, insurance, inspections, maintenance, contracted employees, loan payments, repairs and equipment to the appropriate vendor account. Pay all expenditures when due. Send out invoices and reminders for dues and fines. Prepare, mail and file liens and release of liens. Communicate with the bank for loans and renewals. Move PayPal payments into the bank account and record the payments. Track dues and payments for 422 homes. Investigate when mailings are returned to see if homeowner has moved, is deceased, changed to rental property, etc. Answer all email, phone or text messages from banks and closing companies for every home that closes in our subdivision. Closing companies are required to gather the following: if dues are current or amount owed, dates covered by the dues, etc. This is often last minute and must be answered quickly even when the treasurer is on vacation, etc. Inventory supplies and use charge card to purchase supplies for the office, restrooms and other POA areas. Communicate financial standing regularly with the board members. Provide detailed financial statements and back up documentation to the bank when financing or refinancing a POA loan. Prepare expenditure report and financial statement for Bi-annual POA meetings. Assist with updating pool key fob, etc. Sign as second signature on all checks.

Secretary – Consistently update and post information to the [www.heritagefarmpoa.com](http://www.heritagefarmpoa.com) website, Facebook, Nextdoor, etc. Answer questions or send to the appropriate committee members for answers. Assist with updating pool key fobs. Prepare meeting minutes and post to the website.

Architectural Committee – Review and approve or deny all building plans, additions or changes to homes and lots within Heritage Farm. Remain knowledgeable of the HFPOA Covenant that was developed by the builder and remains in force. (A copy of the HFPOA Covenant can be located on the website. All buildings, outdoor building structures, pools, fences, roofing, etc. must adhere to the Covenant guidelines and be approved through the Architectural Committee prior to construction. Committee members are listed on the website with corresponding email notifications.)

Pavilion Reservations – Respond and approve or deny reservation emails generated through the online reservation calendar located on the website. Answer questions about the pavilion reservations. (Full payment and deposit must be made before a reservation date and time can be held!)

As you can see, it takes a lot of volunteer hours to keep Heritage Farm operational. Please let us know if you are willing to help us out and lighten the load for the numerous hours these volunteers contribute!