

Orchard Run Homeowners Association Inc.
Special Board Meeting of the Board Of Directors May 3, 2018
MINUTES

Purpose of Meeting: Interview Potential HOA Management Company

Call to order: The meeting was called to order at 7:03 PM by HOA President Tom Krouse

Attendees: Tom Krouse, President; Neil Hajoglou, Vice President; Patricia Krouse, Director; Kyle Vanderberg, Director; and Ryan Orton, Director.

Special Guest – Christine Sartoris – CIC Management Solutions

In accordance with the purpose of this meeting, Christine Sartoris was asked to tell the Board of her qualifications and elaborate on what CIC Management Solutions could offer if selected as Orchard Run's next HOA Management Company.

Some of the management functions mentioned during the presentation are:

HOA Board Training; Management Service Rates; Review of HOA Governing documents; Data entry of existing HOA documents; Construction of HOA Web Site / Portal; Potential for a merger between CIC and Monument HOA Management in the future; Communications mediums to use with Homeowners (I.E. Newsletters, Web Portal, etc.); Financial and Administration Tasks / Reports; and Creation HOA Board Goals.

Kyle asked a question on the number of HOA's that are reasonable and can be handled by CIC. The response was that 10 to 15 HOA's per manager is manageable. Between CIC and Monument Management they have 20 HOA's currently. Given these counts, this would be manageable.

Ryan mentioned that our development has had few, if any, compliance visits of late. He asked what CIC's position on compliance visits. Christine asked what our expectation would be on compliance visits. A discussion ensued and the consensus was that bi-monthly visits would be appropriate. Christine stated CIC is prepared to do bi-monthly compliance visits.

Another question of Christine was concerning annual dues, late fees, compliance fines and how she currently handles those issues with existing HOA's. She asked what our collections policy stated and the Board made her aware of how it was written. It was mentioned that the Board felt our former management company was somewhat lax in following up on late fees and/or penalties. Christine said CIC could assist us in refining our collection policy and would adhere to that policy in dealing with delinquent accounts.

Discussions were held on what CIC's fee structure would be. Christine said she would be comfortable with going with the current budgeted figure (\$2100), in our 2018 budget document, for this year, with the addition of a \$400.00 set up fee to transfer all Orchard Run documents into the system CIC utilizes.

With that Christine thanked us for the opportunity to make her presentation and left the meeting.

The Board then began a discussion on her company offerings. We looked at documentation submitted by other management companies and compared their capabilities and costs. After deliberation it was decided that the Board would ask Christine to submit a formal proposal to serve as Orchard Run's new management company.

Neil made a motion that, pending a satisfactory review of the formal proposal from CIC Management Solutions, the Board offer CIC the job of serving as Orchard Run's new HOA Management Company. Ryan seconded the motion and all present voted affirmatively.

The Motion passed.

Tom Krouse adjourned the meeting at 8:45 PM