

Riverton Board of Directors Meeting  
October 17, 2023

Present: Kyle Cataldo, Brandon Luther, Kathy Pomerhn, Mike Welsch, Kelli Cruze, Luke McOmber, Ron Natale, Caitlyn McKetchny, Annette Maas-Harrod, Monica Jordan

Meeting called to order at 6:32 p.m.

Discussion Items:

1. Cleaning Person: There was a discussion regarding the cleaning schedule. Brandon will follow up with her to get a consistent schedule that will meet the needs of the office and room rentals.
2. Financial Quarterly Review - Quarter one and the revised budget for 2023-2024 was reviewed. At this point we have a positive fund balance and nothing looks out of the ordinary. Some accounts were redistributed to clean up some of the lines and housekeeping entries are being made to clean things up. Ron is working on fixing an issue with Appfolio which resulted in a receivable being posted in error last fiscal year Caitlyn is researching on how to allocate the RGE expenses.
3. Association Fees: Kyle would like to see a report comparing number of association fee delinquencies on this year vs. last. Ron will cover existing liens at the next meeting as well.
4. Pool: Still needs to be closed. There is an issue with a leak in the electrical room. Brandon will follow up with new company to get this taken care of. Moving forward payroll/staff time needs better management.
5. Fiscal Year: There was a discussion about changing the dates of the fiscal year, possibly put up for discussion and vote at the next annual meeting. The Board would like a separate report on total costs for the pool.
6. Motion was made to give Annette permission to act on contracts under \$1,000 when there is not time to get Board Approval. Approved.
7. Fall Clean-Up: The time frame for Fake clean-up was discussed. Hidden Valley will arrange for a dumpster or a place to drop fall yard waste which they will transport to the Town for disposal. Details for residents will be put in the newsletter.
8. Newsletter and Web Site: There was a discussion on the office staff taking over the website updates and monthly newsletter.
9. Violation Charges: Process through Appfolio needs to be refined.
10. Appfolio Permissions for board and staff members were reviewed.
11. Debit Cards: Kyle and Brandon will be added to the account and cards ordered for them.
12. Computers: Reviewed the computer/tech needs for the office.
13. Hiring an Assistant for Annette: Will revisit this in February after evaluating Annette's workload and role of Caitlyn.

Meeting adjourned at 7:56 p.m.