

Riverton Board of Directors Meeting
August 22, 2023

Present:

Kyle Cataldo, Melanie Bracaglia, Brandon Luther, Kathy Pomerhn, Mike Welsch, Kelli Cruze, Luke McOmber, Ron Natale, Curt Amesbury

Meeting called to order at 6:00 p.m.

The first part of the meeting was a session on the transition away from Weichert-Lilac.

Ron presented a list of items he needs from Weichert-Lilac to move forward with the transition:

1. Payroll

- Contact number for Carrie (pool employee) to get hours for pool staff.
- Curt has provided an introduction for Ron to the Paychex.

2. Accounting/Bookkeeping

- Activity for June has not been fully posted-nothing entered after 6/18/23. Ron has provided Weichert with the Chase bank statement with transactions that need to be booked so that the June statement can be reconciled.
- July activity looks good, but there is one transaction posted in July that needs to be corrected to be moved to last fiscal year. New fiscal year begins in July. Ron will make this adjustment.
- August - minimal deposit activity has been posted and no payable or withdrawal activity has been posted.

3. Hidden Files/Google Drive

- Ron has limited access to these files. Curt can move Ron to the "President's Level" so he can access more information. Curt requested that Ron view, but do not unhide the files or it will result in fees. Ron will confirm to Curt that he has access by Thursday.
- Ron will provide Weichert with a list of needed report by Tuesday.
- Ron received an invitation to the Google Drive, but it only allows him access to archived NAS drive (view only). Mike will assist with this.

4. Outstanding Home Owner Delinquencies - Need to make sure that the documents section of the delinquencies have record of notifications that were sent to homeowners as proof that they were aware of monies owed to RCA.

5. Unexplained Deposit of \$417.50 from 6/27/23. Deposit exists but has not been posted. Need to tie this deposit to correct account. Information is available in Amber's g-mail account. Will get access to her e-mail account.

Other Transition Items: Curt is the only authorized person at Paychex. He will give permission to Mike for access and then Mike can add additional members.

Regular Board Meeting followed Transition Meeting

Replacement of Office Manager - Over 50 applications have been received for the Office Manager Position. In-person interviews being schedule for Friday with Brandon, Kyle and Andrea. Preliminary phone interviews were made to pare down qualified and interested

candidates. Looking to hire 2-3 individuals to provide full office coverage and to ensure continuity in coverage should an employee resign. Depending on candidates, full or part time coverage will be decided.

Office Coverage - Weichert-Lilac will provide limited office coverage over the next week. Kelli will provide staff to cover the office on 8/31/23 because of it being the due date for association fees. Brandon praised Andrea for her help in the office in dealing with some difficult situations.

Replacement of Weichert-Lilac - Hiring new Office Manager is the priority but possible options for new management companies were discussed:

- AGE Natale
- Crofton Purdue
- Abbott Group
- Caitlin

New Board Member - Luke McComber was approved as a new general board member.

Other Items:

- Garage sale is this Saturday. Ad was placed in the Pennysaver and Andrea will post signs.
- Kyle will follow up with Carrie to prepare for closing the pool after Labor Day. Ron will check Appfolio to find company that handles the pool closing.
- Brandon will reset password for Amber's e-mail and make e-mails available to review for any information that might be needed.

Meeting adjourned at 8:16 p.m.