

# Concord Square Village Owners' Association Representatives' Meeting

## March 1, 2016

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The CSVOA Representatives' Meeting was held at the Busch Community Room. Vice-President *Will Ehe* called the meeting to order at 7:00 P.M. and Secretary *Rhonda Queen* took roll call. The following Board Members were present: Vice-President *Will Ehe*, 2<sup>nd</sup> Vice-President *Kathy Hughes*, Treasurer *Diane Ehrlich*, and Secretary *Rhonda Queen*. All Buildings were represented **except Buildings A, B E, H, and J**. **A Motion** to approve the February 2, 2016 Minutes was made by *Tim Sopenski (O-31)* and seconded by *Jean Kalies (I-10)*. **Motion passed unanimously**. The Original of the Minutes as approved and all attachments have been placed in the Corporate Record Book.

**OFFICERS'REPORTS:** **(1) Treasurer's Report:** Treasurer *Diane Ehrlich* read the February 2016 Report. Beginning balance on 01/31/16 was \$58,316.82 and the ending balance on 02/29/2016 was \$53,933.61. **A Motion** to approve the February 2016 Treasurer's report was made by *Dave Flint (C-2)* and seconded by *Tim Sopenski (O-31)*. **Motion passed unanimously**. **(2) Treasurer** *Diane Ehrlich* provided the bank statement which verifies the Treasurer's report. **(3) Treasurer** *Diane Ehrlich* provided the 2016 budget spread sheet. **(4) Treasurer** *Diane Ehrlich* reported the 2015 taxes are completed and submitted. **(6) Treasurer** *Diane Ehrlich* reported that the pool permit for 2016 season has increased \$25.

**OLD BUSINESS:** **(1) Treasurer** *Diane Ehrlich* read the Snow Plow contract for clarification. Discussions about preventive measure prior to the snow season should be taken to avoid problems. Example: Make sure that the markers are in place before the snow falls. **(2) Secretary** *Rhonda Queen* reported that the "Full Funding Ballot Forms" have been distributed to all the building reps.. The Building reps are returning them and a completed Account will be submitted in the April Meeting. **(3) Secretary** *Rhonda Queen* reported the hidden sewer maintenance fees in the property tax are still being investigated. Updates to follow. **(4) Treasurer** *Diane Ehrlich* reports the front hill project is still being investigated and updates will follow.

**NEW BUSINESS:** **(1) Treasurer** *Diane Ehrlich* requests that the damage done by the Snow Crew is to be documented and reports submitted by April 6<sup>th</sup>, 2016. **(2) Treasurer** *Diane Ehrlich* reported Signature Landscaping provided a bid of \$3,100 for the front entrance area. Dr. Dave has not submitted a bid for renewal. **A Motion** to accept Signature Landscaping bid was made by *Diane Ehrlich (C-11)* and 2<sup>nd</sup> by *Dave Flint (C-2)*, all in favor, no oppose. **Motion passed unanimously**. **(3) Vice-President** *Will Ehe* reported he is collecting pool repair bids. Updates to follow. **(4) 2<sup>nd</sup> Vice-President** *Kathy Hughes* reported that the pool pass request sheets will be passed out in the April Meeting.

**2<sup>nd</sup> Vice-President Kathy Hughes Announced her resignation effective June 1, 2016. Thank you Kathy for your time and service.**

**Anyone interested in this position can contact the Board or Building Reps.**

**Open Forum:** **(1)** Laura Bartley F-9 submitted a letter to the Board via Building Rep. The letter will be address in writing by the Board. **(2)** People are welcome to express complaints/concerns/suggestions/ assistance to the Board in a respectful manner. The Board **will not** tolerate foul language or insults. Friendly Reminder that The Board is made up of VOLUNTEERS that receive no compensation. **(3)** Concerns of Pedestrian's walking in the Main Drive were mentioned. People need to be careful and cars need to slow down. **(4)** Issue 13 is on the ballot to euthanize the Deer population in a humane way, using the meat for the homeless shelter. Information is available on line.

**Adjournment:** A Motion to adjourn was made by *Diane Crish-Dzadony (F-16)* and seconded by *Dave Flint (C-2)*. Adjournment was at 8:10 P.M.

The Board will be Seeking volunteers to help with the Pool and Planting at the front island.

Respectfully submitted,

A handwritten signature in black ink that reads "Rhonda Queen". The signature is written in a cursive style and is positioned above a horizontal line.

Rhonda Queen, CSVOA Master Board Secretary

**The Next meeting is 7:00 P.M. Tuesday April 5, 2016**

All Homeowners are Welcome to Attend

*Concord Square Village Owner's Association  
Representatives' Meeting –March 1, 2016  
**Agenda***

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**Call to Order**

Vice-President *Will Ehe*

Meeting called to order at 7:00 P.M.

**Roll Call**

Secretary *Rhonda Queen*

Board Members and Building Representative

**Approval of Minutes**

Secretary *Rhonda Queen*

Approval of February 2, 2016 Minutes

**Reports of Officers**

Treasurer *Diane Ehrlich*

February 2016 Treasurer's Report

2016 Budget Sheet

**Old Business**

Web-site

Snow Plow Updates

Front Hill Project Update

Sewer Maintenance fees on our Property Tax-Update

**New Business**

Pool Repair Updates

Ballot Collection (Reserve Fund)

**Residents' Forum**

Open Discussion for Homeowners

**Adjournment**

*Next Meeting April 5, 2016*

## CONSOLIDATION

DATE : February 2016

### CHECKING ACCOUNT

BALANCE AS OF : January 31, 2016	58,316.82
ASSOCIATION FEES ( A through 0 )	27,510.00
Back Dues from A, E & H	250.00

**TOTAL INCOME :** 86,076.82

### DISBURSEMENTS :

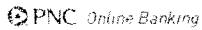
	<u>DATE</u>	<u>CHECK NO.</u>	<u>AMOUNT</u>	
THE ILLUMINATING CO Electric	1/30/2016	1750	64.12	Electric
THE ILLUMINATING CO Electric	1/30/2016	1751	50.60	Electric
REPUBLIC SERVICES Garbage Removal	1/30/2016	1752	2,449.70	Garbage Removal
PEAK MANAGEMENT Feb. Snow Removal	1/30/2016	1753	7,074.00	Snow Removal
PNC BANK Bank Fee	2/1/2016	ACH	2.00	Bank Fee
CITY OF CLEVELAND DIV OF WATER Balance Water Bill	2/4/2016	1754	10,291.43	Water & Sewer
NEORS Balance Sewer Bill	2/4/2016	1755	12,157.10	Water & Sewer
AT & T Website	2/20/2016	ACH	10.80	Website
OFFICE MAX Copies	2/4/2016	Credit Card	5.23	Copies & Misc
OFFICE MAX Copies	2/18/2016	Credit Card	38.23	Copies & Misc
<b>TOTAL EXPENSES</b>			<u>32,143.21</u>	

### BALANCE AS OF

53,933.61

Respectfully submitted

  
Diane Ehrlich  
Diane Ehrlich, Treasurer



Account Activity

Sunday, February 28, 2016

CSVOA Checking XXXXX9091 Available Balance: **\$53,933.61**

Pending Transactions

These transactions have been submitted to us since the last business day and are not yet posted to your account. When they have posted, they will be reflected in your Posted Transactions. Pending items may affect your Available Balance and are not a statement of your account.

Date	Description	Withdrawals	Deposits
This account has no Pending Transactions			

Posted Transactions

Date	Description	Withdrawals	Deposits	Balance
02/18/2016	DEPOSIT XXXXX4840		✓ \$1,995.00	\$53,933.61
02/17/2016	DEBIT CARD PURCHASE XXXXX6014 OFFICEMAX/OFFICEDEPOT6 MIDDLEBURG OH	✓ \$38.23		\$51,938.61
02/11/2016	DEPOSIT XXXXX1316		✓ \$9,175.00	\$51,976.84
02/10/2016	RECURRING DEBIT CARD XXXXX4041 ATTWEBSITE SOLUTIONS XXXXX4678 TX	✓ \$10.80		\$42,801.84
02/08/2016	CHECK 1752 095567025	\$2,449.70	✓	\$42,812.64
02/05/2016	CHECK 1755 083709228	\$12,157.10	✓	\$45,262.34
02/05/2016	CHECK 1754 083707222	\$10,291.43	✓	\$57,419.44
02/04/2016	CHECK 1749 089196209	\$500.00	✓	\$67,710.87
02/04/2016	CHECK 1753 076240695	\$7,074.00	✓	\$68,210.87
02/04/2016	DEBIT CARD PURCHASE XXXXX6014 OFFICEMAX/OFFICEDEPOT6 MIDDLEBURG OH	\$5.23	✓	\$75,284.87
02/04/2016	DEPOSIT XXXXX1307		✓ \$16,590.00	\$75,290.10
02/02/2016	CHECK 1751 095609420	\$50.60	✓	\$58,700.10
02/02/2016	CHECK 1750 095611912	\$64.12	✓	\$58,750.70
02/01/2016	SERVICE CHARGE PERIOD ENDING 01/29/2016	\$2.00	✓	\$58,814.82
01/21/2016	DEBIT CARD CREDIT 5073190004 VIS 0119 OFFICEMAX/OFFICEDEPOT6 MIDDLEBURG OH		\$10.79	\$58,816.82
01/20/2016	CHECK 1748 090500282	\$156.60		\$58,806.03
01/15/2016	DEBIT CARD PURCHASE XXXXX6014 OFFICEMAX/OFFICEDEPOT6 PARMA OH	\$74.60		\$58,962.63
01/13/2016	CHECK 1747 085590402	\$15,000.00		\$59,037.23
01/13/2016	CHECK 1746 085590323	\$10,000.00		\$74,037.23
01/11/2016	RECURRING DEBIT CARD XXXXX4010 ATTWEBSITE SOLUTIONS XXXXX4678 TX	\$10.80		\$84,037.23
01/08/2016	CHECK 1739 007933967	\$324.00		\$84,048.03
01/08/2016	CHECK 1745 095080456	\$39.40		\$84,372.03
01/08/2016	DEPOSIT XXXXX5569		\$5,460.00	\$84,411.43
01/07/2016	CHECK 1743 090231081	\$523.91		\$78,951.43
01/07/2016	DEPOSIT XXXXX6516		\$21,800.00	\$79,475.34
01/06/2016	DEBIT CARD PURCHASE XXXXX6014 OFFICEMAX/OFFICEDEPOT6 MIDDLEBURG OH	\$41.88		\$57,675.34
01/05/2016	CHECK 1744 089074960	\$50.05		\$57,717.22
01/05/2016	CHECK 1742 089280346	\$2,449.70		\$57,767.27
01/05/2016	CHECK 1740 096660294	\$57.29		\$60,216.97
01/04/2016	SERVICE CHARGE PERIOD ENDING 12/31/2015	\$2.00		\$60,274.26
01/04/2016	CHECK 1741 074350677	\$7,074.00		\$60,276.26
12/21/2015	CHECK 1738 095104268	\$351.00		\$67,350.26
12/21/2015	DEBIT CARD PURCHASE XXXXX6014 OFFICEMAX/OFFICEDEPOT6 MIDDLEBURG OH	\$34.45		\$67,701.26
12/10/2015	RECURRING DEBIT CARD XXXXX4344 ATTWEBSITE SOLUTIONS XXXXX4678 TX	\$10.80		\$67,735.71
12/09/2015	DEPOSIT XXXXX9325		\$12,300.00	\$67,746.51
12/07/2015	CHECK 1737 095860742	\$7,074.00		\$55,446.51
12/04/2015	DEPOSIT XXXXX4369		\$13,900.00	\$62,520.51

**2016 MASTER ASSOCIATION BUDGET SPREADSHEET**  
 ( START BALANCE \$ 67,026.26 )

EXPENSE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC	YEAR END TOTAL	TOTAL BUDGET	YEAR END % EST
WATER & SEWER	25,000.00	22,448.53		55,000.00									212,448.53	226,000	94.0%
ELECTRIC	107.34	114.72											222.06	2,000	11.1%
GAS				250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	1,000.00	1,000	100.0%
TELEPHONE				75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	0	300	0.0%
PROPERTY TAX	523.91												523.91	600	87.3%
SNOW REMOVAL	7,074.00	7,074.00	6,074.00										7,074.00	35,375	100.0%
LANDSCAPING	156.60		324.00	324.00	324.00	324.00	324.00	324.00	324.00	324.00	324.00	324.00	2,749	3,000	91.6%
POOL SERVICES			3,466.00	3,466.00	3,466.00	3,466.00	3,466.00	3,466.00	3,466.00	3,466.00	3,466.00	3,466.00	20,796	23,000	90.4%
REPAIRS & MAINT.	39.40												39	3,000	1.3%
COPIES & MISC.	105.69												149	1,200	12.4%
INSURANCE													0	1,100	0.0%
LEGAL EXPENSES	500.00												500.00	1,000	50.0%
BANK FEES	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	24	24	100.0%
PROJECTS													0	30,000	0.0%
WEBSITE	10.80	10.80	10.80	10.80	10.80	10.80	10.80	10.80	10.80	10.80	10.80	10.80	86.40	132	100.0%
WATER/SEWER RESERVES															
GARBAGE REMOVAL	2,449.70	2,449.70	2,449.70	2,449.70	2,449.70	2,449.70	2,449.70	2,449.70	2,449.70	2,449.70	2,449.70	2,449.70	7,349.10	29,400	100%
														40,015	
<b>TOTAL MONTHLY EXPENSES</b>	35,969.44	32,143.21	8,536.50	61,577.50	6,252.50	7,577.50	61,577.50	6,577.50	6,577.50	6,577.50	6,577.50	6,577.50	9,536.50	397,146	96.5%
<b>MONTHLY INCOME</b>	27,290.00	27,760.00	27,510.00	27,510.00	27,510.00	27,510.00	27,510.00	27,510.00	27,510.00	27,510.00	27,510.00	27,510.00	27,510.00	314,400	105.0%
<b>END OF MONTH BALANCE</b>	58,316.82	53,939.61	72,807.11	39,164.61	80,422.11	80,354.61	46,287.11	67,219.61	88,152.11	57,875.61	75,525.11	93,498.61			