



TRAVERSE MOUNTAIN
MASTER ASSOCIATION

November 12, 2020 Board Meeting Minutes

Traverse Mountain Master Association Board of Directors
Thursday, November 12, 2020
2175 W. Chapel Ridge Rd. – 6:00 P.M.

1. The November 12th Board Meeting was cancelled due to availability and Covid gathering restrictions. Therefore, the items of business were reviewed and voted on via email.

- i) **Directors: Present via email: Dan Reeve, Andrew Lambert**
- ii) **Others Present via email: Karl Karren**
- b) Pledge of Allegiance
- c) Review of Standing Rules
- d) Approval of Agenda
 - i) MOTION: Andrew Lambert; SECOND: Dan Reeve; Unanimous approval
- e) Approval of Minutes –
 - i) November 14, 2019 Board Meeting Minutes
 - (1) MOTION to approve minutes: Andrew Lambert; SECOND: Dan Reeve

1. Board Action Items

- a) **BAI 11.14.01 – 2021 Budget**
 - i) MOTION to approve the 2021 Budget: Andrew Lambert; SECOND: Dan Reeve; all in favor.
- b) **BAI 11.14.02 – 2020 Meetings Schedule**
 - i) MOTION to adopt 2021 Meeting Schedule: Andrew Lambert; SECOND: Dan Reeve; all in favor.
- c) **Adjournment: November 12th**
 - i) MOTION by Alex Chaus, Second: Andrew Lambert, Unanimous Approval.

Minutes Prepared: Andrew Biesinger, Board Secretary
Board Approval:

Signature

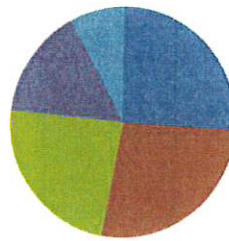
Date

TRAVERSE MOUNTAIN MASTER ASSOCIATION 2021 APPROVED BUDGET

REVENUE	2021
Monthly Dues (\$89.00 per month)	2,273,722
Set-up Fees Income	48,000
Late Fee Income	10,000
NSF Fees	900
Violation Fee	3,000
Miscellaneous Income	0
Interest Income	1,000
Direct Debit Discount	(64,000)
TOTAL REVENUE	2,272,622

Administrative	26.0%
Maintenance	27.0%
Clubhouse Debt Service	23.5%
Pool/Clubhouse Operations	15.5%
Reserve Contribution	8.0%
Capital Improvements	0.0%
Community Activities	0.0%

EXPENSES	
ADMINISTRATIVE	
Accounting and Auditing	8,000
Legal Fees	12,000
Professional and Consulting Fees	9,500
Management Contingency	3,000
Payroll Services	10,000
Telephone	2,000
Insurance	44,000
License and Fees	200
Office Supplies	8,000
Software Maintenance	9,000
IT Maintenance & Repair	8,000
Postage	9,800
Recording Fees	400
Equipment Lease	9,800
Credit Card Transaction Fee	8,000
Return Check Fee (NSF)	500
Bad Debt Allowance	12,000
Taxes	1,500
Website/Complex Access Software	3,000
Communications	500
Office Wages (Administrative Staff)	303,000
Employee Benefits (Administrative staff)	65,000
Payroll Taxes	54,000
Dues & Subscriptions	2,000
Travel & Training & Meals	6,000
Miscellaneous Expense	1,000
TOTAL ADMINISTRATIVE	590,200



■ Administrative
■ Maintenance
■ Clubhouse Debt Service
■ Pool/Clubhouse Operations
■ Reserve Contribution
■ Capital Improvements
■ Community Activities

NOTE: The Community Enhancement Fee of \$1,200.00, which is charged to each home/lot at closing, is funding the Community Activities, Reserve and Capital Improvement Accounts.

HOA COMMON AREA MAINTENANCE	2021
Maintenance Staff Salary & Wages	218,000
Employee Benefits (Maintenance Staff)	25,270
Landscape Maintenance Contracts	105,000
Back Replacement	10,000
Turf Replacement	1,500
Fertilizer	40,000
Signage	13,000
Lighting Maintenance	20,000
Snow Removal	10,000
Sprinkler Repair	8,000
Tree Replacement	20,000
Miscellaneous Repairs	2,000
Tools & Supplies	6,000
Vehicle Maintenance & Repair	15,000
Vehicle & Equipment Fuel	7,000
Property Taxes Common Area	6,000
Monument Repair	4,000
Fence Repair	12,000
Street Light Repairs	4,000
Mailbox Repairs	5,000
Park Repairs	1,500
Equipment Repair	4,000
Power Common Area	36,000
Garbage	36,000
Reserve Contribution	180,000
Pool Complex	350,000
Clubhouse Debt Service	530,000
TOTAL HOA CAM	1,669,270

TOTAL EXPENSES	2,259,470
NET INCOME	13,152

COMMUNITY ACTIVITIES	2021
Contribution from Community Enhancement Fee	40,000
TOTAL REVENUE	40,000
Community Activities Expenses	
NET INCOME	40,000

RESERVE	
Contribution from Community Enhancement Fee	40,000
TOTAL REVENUE	40,000
Reserve Expenses	0
NET INCOME	40,000

CAPITAL IMPROVEMENT	
Contribution from Community Enhancement Fee	80,000
TOTAL REVENUE	80,000
Capital Improvement Expenses	
NET INCOME	80,000

**TRAVERSE MOUNTAIN MASTER ASSOCIATION
CLUBHOUSE/POOL
2021 APPROVED BUDGET**

REVENUE

	2021
Operating account contribution	350,000
2020 remaining balance	42,000
Grand Hall/Guest passes	30,000
Fitness Classes/Activities	3,400
Pool Supplies (dipers, goggles, caps)	2,000
Swim Lessons/Team	25,000
Clubhouse Concessions	4,000
TOTAL REVENUE	456,400

EXPENSES

BUILDING OPERATIONS

Janitorial	42,000
Power/Water/Sewer- Lefi City	40,000
Gas	24,000
Phone	9,000
Clubhouse IT/Software	5,000
Clubhouse Maintenance	10,000
Monitoring	3,500
TOTAL BUILDING OPERATIONS	133,500

POOL OPERATIONS

Chemicals	16,000
Uniforms	6,000
Equipment/ Service	12,000
County Permits & Training	6,000
Water/Rod Cross Testing	500
Misc. Supplies (Office/cleaning, etc.)	8,000
Concession Supplies	8,500
TOTAL POOL OPERATIONS	57,000

STAFF

Manager/Asst. Managers	104,000
Life Guards	80,000
Receptionists	20,000
Swim Instructors	15,000
Fitness Instructors	7,200
Ground Maintenance	6,500
Concessions	10,000
TOTAL STAFF	242,700

TOTAL EXPENSES

433,200

NET INCOME

23,200



**TRAVERSE MOUNTAIN
MASTER ASSOCIATION**

Updated 08.11.21

2021 ANNUAL MEETINGS

All Town Hall Meetings and Board of Directors Meetings will be held on the same evening. Town Hall Meetings will begin at 6:00 pm and Board Meetings will begin at 7:00 pm. Unless otherwise noted below. This is in an effort to reduce meetings and increase attendance. Meetings will be held on the following dates:

- ~~Thursday, August 12, 2021 (canceled)~~
- **Thursday, October 21, 2021**
 - **Annual Guidelines and Rules Committee Meeting, 6:00 pm**
 - **Annual Neighborhood Representatives Meeting, 7:00 pm**
- **Thursday, November 4, 2021 – Town Hall Only 6:00 pm**
- **Thursday, November 11, 2021 – Annual Traverse Mountain Master Association Meeting, 6:00 pm**

All meetings will be held at the Traverse Mountain Community Center in the Grand Hall, located at 2175 W. Chapel Ridge Road.