# REDCLIFF TWO CONDO OWNERS' ASSOCIATION
# SPECIAL EXECUTIVE BOARD MEETING MINUTES

## September 19, 2024 10:00 am
## Via Zoom

**1. Call to Order & Determination of Quorum**

The meeting was called to order at 10:03 am by Mark Dollard, President. Mike Wiggins, Vice President, was also present. RaeAnne Hadley from Design HOA also attended. With the majority of Board members present, the quorum requirement was met.

**2. Approval of Prior Meeting Minutes**

Mark waived the approval of the previous meeting minutes to be reviewed at the next Board of Directors meeting.

**3. Financial Reports**

Mark explained that there were some issues regarding ACCU and he and RaeAnne were working on getting the financial reports and invoices straightened out. Mark explained that after Tina had left ACCU, the bank accounts at Citizens Bank in Arizona had not been reconciled. Mark clarified that he was monitoring invoices to be paid and was in communication with vendors and there were no concerns of theft or fraud regarding ACCU. Mark explained it was going to take some time for Design HOA to clean up the financial reports to present to the HOA. Mark discussed opening operating and reserve accounts at Alpine Bank to keep the HOA funds local. Mike agreed. Mark discussed the $19,790.93 check ACCU mailed to RaeAnne needs to be used to open the new accounts at Alpine Bank. Mark asked if the HOA could use the funds to open both accounts to continue to pay bills until ACCU sends a check for the operating account. RaeAnne explained due to the circumstances with the lack of communication from ACCU and the need to continue running the business of the HOA, the funds could be used to pay vendors and then paid back to the reserve account once the funds have been received.

**4. New Business**

**a) New HOA Management Company**

Mark discussed hiring Design HOA to provide full HOA management for Redcliff Two which would cover the administrative, financial and compliance for the HOA. Mike motioned to approve hiring Design HOA beginning September 1st, 2024. Mark seconded and the motion passed. Mark stated he will begin the process of opening up the two accounts at Alpine Bank and continue communication with ACCU to collect the outstanding funds due to the HOA.

**5. Executive Session**

There was no executive session.

**Adjourn** The meeting was adjourned at 10:16 AM by Mark Dollard

Signature for the purpose of banking requirements.

Mark Dollard
Mark Dollard (Sep 19, 2024 12:33 MDT)
_____ DATE: 19/09/24

Mike Wiggins
Mike Wiggins (Sep 19, 2024 12:35 MDT)
_____ DATE: 19/09/24

DRAFT