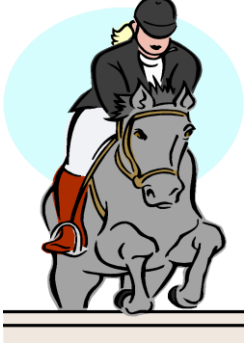


# STEEPLECHASE HOMEOWNERS' ASSOCIATION

## MEETING MINUTES

April 8, 2025



WEBSITE: [Steeplechasehomes.com](http://Steeplechasehomes.com)

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FACEBOOK: Steeplechase Townhome Community, Huntsville, AL

<https://m.facebook.com/groups/943076182557368>

### Officers and Committees

President – John Aitken (6917)

Vice President – April Shores (6927)

Treasurer – Richard Gerthoffer (6614)

**New HOA Officer** Supporting BOD Treasurer – Sarah Kaye Cravens (6846)

Member-at-Large – Robert Synder (6815) (job related absence)

Secretary – Alan Ray (6907)

Property Manager – Claudia Jones (6923)

Architectural Control Committee- Elaine Katsaros and Elias Katsaros (6845)

Attendees: Carol Wright (6862); Larry Taormina (6754); Pam Ray (6907); Stephen Johnston (6645), Bernice bowling (6863); Jemel Jones (6957), Sheila Hallmark (6855), Dennis Kelm (6752) & John Shull (6734).

- Meeting called to order by John Aitken, President, at 5:30pm
- Welcome to HOA members and guests / Sign-in sheet
- Minutes from March 11, 2025 covered by the Secretary with hard copy already posted on the Facebook website.
- Vice President Report – Dues Status (April Shores) 143 units paid; remaining 4 have not paid due to issues, one unit has a lien added on the property.
- Treasurer's Report – Richard Gerthoffer stated balance in bank (\$112k), and bills have been paid including purchase of one new laptop computer, MS Office 365, and Quicken for use by the Supporting BOD Treasurer Sarah Kaye Cravens.

- Member-at-Large – Rob Snyder
- 1) Rob was not present due to job requirements.
- Property Manager, Claudia Jones
- 2) We purchased new yellow cushions for all the iron lawn furniture and lounge chairs. The new cushions are soft and cooler vs the older hot type cushions. Also purchased an outdoor bin to store our lawn games and cushions when we put them away for the season. We also have a new foldable table for use inside the club house that's great for working with your computers, etc.
- 3) BIPPEN Electric has received our workorder for part of our electrical work needed. I will keep everyone posted when this work will begin. The cost dropped from six thousand to just over four thousand dollars. The pool light repair is still open and one exterior light is not working, seems the workorder for it was closed because they said its probably a cable issue and not the light itself.
- 4) One resident at unit 6733 contacted me about rats spotted at a unit nearby. I spoke to the residents at this unit and believe they have resolved the rat problem.
- 5) We had one request this month for unit vinyl and gutter repairs, plus painting and it was approved.
  
- Old Business:
- 6) No old business was discussed.
  
- New Business
- 7) Spring Cleaning and Inspections for the period April 1-15<sup>th</sup> were completed by the Community Enrichment Committee (CEC) but will be rechecked on the 15<sup>th</sup>. Written notifications are being developed now. Overall, the major issues are weeds and yard maintenance. Two units have cars on blocks with wheels removed that have been this way for a long time. These units will; be notified in their inspection report from the HOA if not resolved by April 15<sup>th</sup>. Inspections will occur again in the Fall. Advance notice can help owners to complete repairs that help keep property values up.
- 8) There is still a need to develop an Information/Welcome Packet for new owners, realtors and renters that provides information about HOA contacts, HOA meetings, community website, and our By-Laws.
- 9) Sarah Kay Cravens (Unit 6846) stated she needed access to historical financial files. Stephen Johnston agreed to help her locate it in storage files online. Password access to many online files, emails and website was all needed and discussed. Stephen said access verification had to be completed from his home computer so he called Sarah Cravens from his house to help start

the transition of passworded files access to Sarah. Jemel Jones (6957) helped explain Stephen Johnstons explanations that seemed complicated.

- 10) Progress Report of Supporting BOD Treasurer is at Encl 1.
- 11) John Aitken (President) concluded the meeting at 6:25 pm.
- **Future Meeting**, Only BOD and Treasurer Officer Supporting BOD Treasurer, scheduled April 28<sup>th</sup>, Clubhouse @ 5:30 PM.
- **Future Meeting**, Open to everyone is scheduled for May 13th, Clubhouse @ 5:30 PM.

Enclosure:

1. Progress Report of Officer Supporting BOD Treasurer, Sarah Kaye Cravens

## Apr 8, 2025 | HOA Monthly Meeting

Enclosure 1

Progress Report of Officer Supporting BOD Treasurer, Sarah Kaye Cravens

Previously the finances of the HOA have been maintained via a board member's personal computer and software. The desire of the board is to have a board-owned computer as well as software, to be maintained and passed on as board members' terms expire and a new treasurer/officer is responsible for finances.

The board has purchased a second laptop for board use, as one is needed for both the Member at Large's duties as well as the officer maintaining accounting records. The new laptop was received April 2nd and given to Sarah Kaye for set up and use. The laptop was set up under a Steeplechase account, for ease of information sharing and to ensure a seamless transition whenever the role is passed on in the future.

Quicken Classic Deluxe has been purchased for accounting use (\$71.88 annual subscription). Office 365 one month free trial currently in use (annual subscription of \$141.69 to be charged 5/4/25)– board to determine if other board laptop currently has Office 365 and to merge subscriptions. Laptop bag and wireless keyboard/mouse also purchased. Receipts submitted to board.

Larry's past Quicken records have been transferred into the new software on the board-owned laptop, and Sarah Kaye is now taking over financial logging for the Treasurer. Sarah Kaye will need access to Steeplechase HOA bank account records (via online login?) in order to maintain accounting log.

At the private board meeting March 25th, it was mentioned that taxes need to be filed. Richard is working on this, and possibly filing for extension if needed in order to gather the appropriate data.

### Key Facts

- Second board laptop purchased for accounting use.
- Quicken and Office 365 purchased/installed.
- Larry's Quicken records transferred to new laptop.
- Sarah Kaye now maintaining accounting records.
- HOA taxes need to be filed (or extension filed for) by April 15th.

### Unresolved Issues

- Two different subscriptions to Office 365 on board laptops?
- Sarah Kaye has no present way of accessing bank transaction records.
- HOA taxes not yet filed.<sup>4</sup>

### Decisions

- Merge office 365 subscription across the two board laptops
- Grant access to bank records (online account access?) to Sarah Kaye.
- HOA taxes to be filed by Richard.

Enclosure 1