

*Parkglen*

*Civic Improvement Association*



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## **Meeting with Randall Management January 25th, 2019**

Meeting called to order at 10:05am

Present was Jose Montes, Donna Dickson, Ada Mae Collazo, Chris Agho-Otoghile, Emmeline Mireles

Two members from Randall Management were also present: Carmen Cantu, Randall Smith

Questions to Randall Management:

1. Paperwork to Donna and Jose- financial report every month. Randall stated that Parkglen is not on the calendar. Randall sent in a budget.
2. Budget- Jose received only the end of the annual budget. Randall stated that he did not have another budget to compare it to. Jose said he will send last year's budget. Randall does it annually and breaks it down by month. Randall also explained the differences between their program and the quickbooks version.
3. Jose needs copy of the original contract and the original bid. Randall gave Jose a copy of the contract.
4. Jose asked if Randall management does our taxes. Randall stated that their CPA does the audit and tax return. Jose says that Parkglen has a person that does the tax return for approximately \$600
5. Jose asked how much was deposited into the Randall account. Carmen said she would send it amount.
6. Donna asked about a paragraph that was referred to that did not exist in the contract. Randall clarified that they took out everything that did not pertain to parkglen.
7. Donna asked about a question about the franchised tax return. She asked if Randall is the registered agent. Jose said he would be the registered agent. There was a vote on who would be the registered agent. Jose made the motion. Chris seconded. The vote was made that Jose would be the registered agent and passed.
8. Donna asked if it was possible to take over the mailing. Randall stated that the bank integrates with their computer. To make it otherwise, would turn the process something laborious.

9. Voluntary assessment- Jose wants to call it a voluntary donation. Randall said he could send a separate insert and put it in with the HOA dues. Randall said that he would change it to voluntary donation. Randall said that he could change it on the bill to make it clearer for the next year. He will send a sample. He will send the collection letter when the board requests.
10. Jose asked about 610b in the contract. Set up fee. Randall said there are 2 kinds of website. One of them has the availability to post photos, account history, newsletter, etc. The fee is from the third party. Jose wants the free website. This includes the basic financial stuff, etc. it won't be something that people can post stuff all the time. Randall said he would set up the links and would get together with Donna and Emmeline to help set everything up. Parkglen can put it in the next newsletter.
11. There was additional discussions about the billing from different companies and phone security.
12. Randall said that if Jose is the registered agent, if Parkglen is sued, Randall needs to know about it. Sometimes if someone wants to buy a home, they get a certificate that states that the home is clear, and current financial reports, etc. That way Randall can state if there is any suits against Parkglen, it would be safer. Jose will bring it up at the next meeting.

Meeting was adjourned at 11:02