



March 16, 2018 Minutes
APRA Board Meeting via Conference Call

Present: Rich Thompson, Megan Konecny, Mike McDermott and Rob Forney.

Unable to Attend: Roy Helsing and Ted Salgado

Staff: Becky Fisher

- I. **Call to Order** – 03.16.18 Board Meeting convened at 11:05am CDT.

- II. **January 19, 2018 Board of Director Meeting Minutes** – The minutes were forwarded to the Board for review in advance of the conference call. Rich motioned for approval; Rob seconded. The motion carried.

- III. **Financial Report**
 - A. Becky reviewed the 2018 Profit & Loss statement and Balance Sheet as of 2/28/18.

- IV. **Committee Reports**
 - A. Reserve Study Legislative Committee – Rich reported.
 - i. The committee met three times and created a document outlining the complete reserve study process. It was submitted in advance of the conference call.
 - ii. The document, attached as an addendum to these minutes, will be used as a basis for advocating legislation in states without a reserve study law, focused on HOA’s and public policy positions, due to their effect on members’ property values, current and future.
 - iii. The committee has been working with Ted Salgado to collaborate with CAI and start with Wisconsin. However, it is too late for the current session.
 - iv. Discussion ensued, and all agreed to one update:
 1. ...useful life and cost estimate plus a funding plan that does not rely on the debt or **future** special assessments.
 - v. Mike suggested that it should be accompanied by an APRA position statement. All agreed; i.e., suggested that it includes: Why we believe and recommend this process. Rob and Rich to work together to write.
 - vi. Rob suggested using the Nevada model.
 - vii. In the future, APRA may want to consider reserve study legislation for commercial properties.

 - B. Public Policies Committee – No report.

- V. **Unfinished Business**
 - A. 2018 Symposium – Becky reported.
 - i. Rob continues to collaborate with Roy to produce 3-4 white papers to present at the Symposium.
 1. It was suggested that one of Rob’s position statements address APRA’s position that all HOAs have a reserve study, and why we believe and recommend it.
 2. Rob was cautioned to avoid requirements to “use professionals”; instead we should recommend a Credentialed Reserve Study Specialist Provider.

- ii. TEAM sent multiple promotional eblasts; the early bird rate deadline was 3/15/18.
- iii. To date, 29 are registered to attend; the goal was to have a minimum of 35. Based on member feedback, Becky suggested that changing the date to April, as well as moving it cross country may be adversely affecting attendance.
- iv. All PRAs that are not yet signed up to attend recently received a personalized email reminder regarding their obligations to fulfill the education credits every year. They were also reminded that credits achieved outside the Symposium have a \$199 approval fee.
- v. Mike shared that he will be donating a \$100 prize as a solicitation for ideas for the “Solutions and Strategies” portion of the Symposium. After discussion, all agreed it is a good idea. Winners do not have to be present at the Symposium to qualify.
 - 1. Rob confirmed that his firm, Complex Solutions, will also sponsor a second \$100 gift card.

VI. New Business

A. Newsletter

- i. The first issue of the APRA newsletter, The Advisor, was sent out earlier in the week. It included a feature article on the 2018 Symposium, a PRA profile of Mike McDermott, new member announcements and an article on dry rot.
- ii. Rich feels it should be distributed monthly to maintain year-round communications, whether or not there is a PRA profile available to include.
- iii. Rich agreed to continue providing industry articles. The lack a PRA profile can be supplemented with updates on the APRA website and/or other activities.
- iv. Rob agreed to be the next in the PRA profile article.
- v. The goal is to regularly remind members that we’re advocating for them.
- vi. Becky was asked to be sure to archive newsletters on the website and to link with our social media avenues and website.

B. Complaint process

- i. Mike is continuing to solicit feedback on a recent unresolved complaint. He suggested we work to mature the current process.

C. RFP Requests for Reserve Studies

- i. TEAM is receiving calls with requests for assistance in finding a firm to do a reserve study. On two recent occasions, callers were unsure who services their area as many members have not submitted this info for the website.
- ii. TEAM to email members asking that they update their profile.
- iii. The Board may want to consider offering an option to submit RFPs on the APRA website to offer RFPs in the future. No timeline was discussed.

D. Consideration to sell the APRA member list.

- i. All agreed to adopt a policy that we do not sell the member list.

VII. Membership Summary:

Individual Members		Member Companies	
PRA Members	58	Reserve Study Providers	58
General Members	25	Affiliates	<u>0</u>
Affiliate Members	0		
Total Individuals	83	Total Member Companies	58

The meeting adjourned at 12:06pm CDT.

Next Board Meeting Conference call:

Originally scheduled for May 18, all agreed to change the date to Friday, May 25, 2018.

Respectfully submitted, Becky Fisher, TEAM, Inc.