

## Houston Community Association

May 6, 2020

President Phil Cozad called the meeting to order at 7:04 P.M. Phil posted at the center that this meeting was being held virtually. There were five trustees and two members in attendance.

**Secretary's report**— The secretary's report was emailed to all trustees and to Shari. There were no additions or corrections to the minutes. Brian made a motion to accept the report and Chris second.

**Treasurer's report**—Patty reports there is \$7,193.51 in the checking account, \$13,209.82 in the savings account and \$5,213.40 in the scholarship account. Our CD has currently earned \$70.69 interest to date for a total of \$20,070.69. Patty stated the DP&L bill for April was a little higher because they estimated the total due to the Covid 19 virus. Next month it will be read as it usually is. Patty reported the following bills need to be paid: \$267.30 to DP&L for inside lighting and \$36.41 for the outside pole lights, Century Link bill has not been received, Phil paid \$75 for janitor duties and \$114 for mowing three times, and Chris \$15 for one rental in October 2020. Brian made a motion to pay all bills. Patty second.

**Janitor report**—Phil reports the two door refrigerator is not working properly. The last time this happened ECK was called and their bill was very expensive. He called Flint's Appliances in Sidney. They do not work on the kind of refrigerator we have so he recommended we call Chuck who is very reasonable. Phil called him. He will come to the center this week to take a look at the fridge. He charges \$45 for the visit charge then will give an estimate on the price to repair the problem. Chuck prefers to be paid in cash. Phil will pay him then get reimbursed by Patty. Phil purchased batteries, floor rinse, grass seed and weed killer for a total of \$79.07. Phil replaced broken ceiling tiles, defrosted the freezer in the kitchen, mopped the hall, disinfected all the tables and chairs, windows, reader board and he checks the toilets in the hall weekly. Phil installed the two trail cameras for the trash area. One is in the front and one on a pole in the back. Phil will place a couple of signs letting people know they are being monitored. Each camera uses eight batteries. Phil will review the cameras this week and make any needed adjustments. Phil states we are going to need to purchase filters for the HVAC vents. We will need a total of six. Chris made a motion to accept Phil's report and Brian second.

**Rentals**—Several rentals for the month of April and May were cancelled due to Covid 19. Brian and Chris stated the following rentals will have their rental money and deposits returned to them: Rob Long \$175, Donna Wright \$125, and Teresa Chaney \$75. Dorothy Chaney is moving her rental to 2021; Kathy Adkins moved hers to June 14, 2020 and Karla Evans moved her rental to March 27, 2021. For May Brian reports the persons who rented the building on May 16<sup>th</sup>, May 24<sup>th</sup>, May 29<sup>th</sup> and 30<sup>th</sup> and May 31<sup>st</sup> still need phone calls. Phil made options for rentals. They are Option 1—Keep rentals, Post Social Distancing Guidelines, No more than ten people in the building at one time, Provide Ohio Covid 19 guidelines to the renter, Add a line to the contract: Must follow Ohio Covid 19 guidelines, and janitor will disinfect prior to the next rental. Option 2—Cancel all May rentals before May 29<sup>th</sup>. At that time there should be another message from Governor DeWine. Brian made a motion to follow Option 1 and Patty second. When he calls the renters for the five events listed above he will explain Option 1 to them and ask them to sign the contract as soon as possible.

Patty stated a potential renter called her to cancel her rental. Phil stated that if anyone other than the Helman's receives a call about rentals please refer the caller to call the Helman's phone number so they can take care of any cancelations so we don't lose a rental. Phil asked Chris and Brian if they still wanted to be rental agents. They stated no. The only reason they can do it now is because there is no school and they have some extra time to do this job. Phil is working on getting someone else to take the position.

### **Old Business**

**Pizza Friday Nights**—There are crusts, breadsticks, cheese and pepperoni left over if anyone would like to purchase them. Make contact with Phil if you would like to purchase anything.

**Website**—Shari Wolfe informed every one of the changes she has made to the website. The website was pulled up and she showed us around the site. She still needs to put a link in the rental calendar so the rental agent can mark when there is a rental and then anyone looking at the calendar online can see if the building is rented on a date they might want before they call the rental agent. Shari would still like some old pictures of the area, the building, etc...

**Houston High Scholarship** —Phil sent the scholarship packet to Guidance Counselor Stephanie Merickle with the new deadline date. Stephanie replied that she mailed the packets out to all the seniors. The new deadline is May 6<sup>th</sup> at 7 PM. Since no applications have been received we do not need a meeting to discuss who the winner(s) are. Chris made a motion to extend the deadline to June 3<sup>rd</sup> at 7 PM. Brian second. Phil will check the list of fair workers to see if anyone is qualified to apply. If there are any those names will be given to Mrs. Merickle and she can call them to let them know they qualified. They will then need to complete the application on the website.

### **New Business**

**Electric bill**—We received information from DP&L that our 36 month contract with Dynergy expires this month. We can renew the contract or go with AEP another energy supplier. Phil did the comparison and spoke with an agent. AEP would save us about \$15 per month. Brian made a motion to get our energy from AEP and Phil can sign the contract. Patty second the motion.

**Rental Rates**—Phil is wondering if it is time to increase our rental rates by \$25 and leave the deposit the same. The rate for the kitchen meeting rental would increase by \$10 with no deposit. If we did this increase it would give us about \$2500 of additional income. The increase would be effective July 1, 2020. All rentals that have already signed a contract would be grandfathered in with no increase. Brian made a motion for the increase with a postmark on the contract of June 30, 2020. Chris second the motion.

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**Extra income**—Phil stated that if we don't have the Shelby County Fair or the Loramie Fall Festival this year we may have to try to make up that income. We could sell BBQ chicken and/or pork chop dinners. We could sell tickets in advanced or not. These dinners would be for carry out. This was tabled until next meeting.

At 8:51 P.M Brian made a motion to adjourn the meeting and Chris second.

Trustees attending this meeting were Patty Cotterman, Phil Cozad, Brian Helman, Chris Helman, and Tim Jung. Members in attendance were Shari Wolfe and Tana Ingle.

Respectfully submitted by

Tana Ingle, Secretary