

**Stone Bridge Creek Homeowner's Association**  
**Initial meeting with McCombs Commercial Realty LLC**  
**December 19<sup>th</sup> 2024**

Attending: Cheryl Dietrich, Deonte Holt, Josh Wong, Lori Scully, Deb Davis (McCombs Commercial Realty LLC), Mary McCombs (McCombs Commercial Realty LLC)

**AGENDA**

1. Status of welcome packet mailer
2. Update of financial transition from GBE CPA
3. Online portal overview
4. Other topics of concern

**Status of welcome packet from McCombs**

- Multiple homeowners reported not receiving any mail from McCombs
- McCombs reported 794 packets mailed at the same time containing introduction letter and contact information form.
- McCombs indicated multiple mailing list/exemptions provided by GBE CPA that may have contributed to homeowners not making the list.
- McCombs to provide entire list of addresses mailed to the board of directors for review as well as an estimate on how many homeowners have completed registration for the online portal or returned contact information form.
- McCombs expects to send out second letter this week for 2025 HOA fee statement.
- Incorrect information from different McCombs client was included in welcome packet. McCombs to provide updated document to HOA board for review and possible re-mailing.

**Update of financial transition from GBE CPA**

- Waiting on final balance transfer from GBE CPA to McCombs
- Once funds received McCombs to create new checking account
- All checks require wet ink signature from McCombs
- Board of directors to determine transaction limit for checks that will require a HOA board member cosigner
- McCombs to provide monthly packets to HOA board members accessible via online portal for all account transactions. Transitioning to new payment system by April 2025 to allow HOA board members to view account balances and statements directly.

**Online Portal Overview**

- HOA Board members to be provided additional portal to access workflows for work requests for repair, homeowner property addition requests, financials, and possibly to review violations.
- HOA Covenants and other information such as meeting minutes to be posted on portal for homeowner access
- Homeowners also will be able to view any dues balances via portal.

**Other Discussion**

- HOA board concerned that there are still homeowners that have not received notice of changes for the transition to McCombs leading to potential delays in HOA due payment.
  - McCombs suggested 60 day grace period.
  - HOA board believes that 60 days is not sufficient and will provide McCombs with preferred time.
- If homeowner signs up for ACH withdrawal only yearly HOA dues are authorized to be withdrawn from homeowner's account. Any potential fees or citations will not be withdrawn.