

HIGHLAND POINTE RECREATION ASSOCIATION, INC.

Board of Directors and Budget Meeting

Minutes

Monday, January 12, 2009

Board Members in Attendance: Mr. Jim Newton, President; Ms. Susan Paraska, ACC; Mr. Dan Raby, Treasurer; Ms. Diana Conrad, Social; Mr. Steve Laufersweiler, Clubhouse; Ms. Rhonda Hester, Administrator; Mr. Art Trevino, Tennis; Mr. Erick Mikkelson; Grounds; and Ms. Mary Ciesielski, Administrative Assistant.

Guests: Ms. Jenny Rucker, Two Highland Pointe Residents

The meeting was called to order at 6:34 pm.

Highland Pointe residents attended the meeting to express concern over the construction of a new home on Highborne Drive. The Board agreed to contact the builder to confirm that the approved plans were being followed.

Approval of Minutes

Mr. Kimball made a motion to approve the minutes of the December 1, 2008 Board Meeting. Mr. Mickelson seconded the motion and it passed unanimously.

Monthly Budget Update

- Mr. Raby presented the income received and the expenses incurred during December, 2008. A brief synopsis follows.

	Budget FY 08-09	Actual (as of 12/31/08)
HPRA Income	\$123,650.00	\$110,827.00
HPHOA Income	64,075.00	67,044.00
Other Income	<u>4,800.00</u>	<u>2,387.52</u>
Total Income	\$192,525.00	\$180,259.21
HPRA Expenses	\$115,114.00	\$96,014.82
HPHOA Expenses	60,314.00	36,712.76
Other Expenses	<u>0.00</u>	<u>640.80</u>
Total Expenses	\$175,428.00	\$133,368.38
HPRA/HPHOA Net Income	<u>\$17,097.00</u>	<u>\$48,890.83</u>

The following shows the breakdown of expenses vs. budgets for the period ending December 31, 2008:

	Budget FY 08-09	Actual Expenses (as of 12/31/08)
<u>HPRA Expenses:</u>	\$115,114.00	\$96,014.82
Clubhouse	13,475.00	23,177.73
Tennis	5,500.00	5,451.08
Social	8,500.00	6,033.85
Pool	33,200.00	33,323.15
Operations	39,225.00	26,327.91
Grounds	15,214.00	1,701.10
<u>HPHOA Expenses:</u>	\$60,314.00	\$36,712.76

The report was accepted as information.

- Mr. Raby investigated the possibility of hiring an outside auditor. It was decided that it would be cost prohibitive to the neighborhood. Mr. Raby suggested that the Treasurer review and reconcile the books on a quarterly basis.
- Mr. Raby suggested changing the procedure of check signing, to include the Administrative Assistant as an authorized signer on the account. It was discussed that the second signer of checks will be presented documentation for all checks for control purposes. The Administrative Assistant will also alert the appropriate Board member of any extraordinary invoices that are received, and will wait for authorization before payment is made. A copy of the authorization will be included in the documentation for that check.

Discussion of Action Items

The following is a synopsis of the items discussed and the actions taken.

- Ms. Paraska stated that a letter was received from the attorney of a homeowner regarding issues with a neighbor. Mr. Newton commended Ms. Paraska on her diligence in this matter, and noted that the Board has done all that it can do on the homeowner's behalf. Mr. Newton moved that a correspondence be sent to the homeowner acknowledging the receipt of the letter from the attorney, and noting that the Board will be taking no further action in this matter. Mr. Trevino seconded the motion, and it passed unanimously.
- Ms. Paraska visited the homeowner at 4257 North Mountain Road regarding a broken tree, weeds and trash in the front lawn. Another letter will be sent to the homeowner to confirm the discussion that took place and restatement of corrective actions to be in compliance with HPRA covenants.
- Mr. Mickelson obtained an estimate for repairing the sinkhole in the Clubhouse parking lot. The cost would be \$25,000.00, which includes grading and repaving the parking lot. Mr. Trevino suggested that the drought may have caused the sinkhole, and that we should observe the sinkhole longer before spending that much money.
- Mr. Mickelson will investigate the lighting at the Tennis Courts, specifically seeing if the lights at the steps to the pavilion could stay on longer after the tennis courts lights are turned off for safety reasons.
- Mr. Newton suggested moving the outside refrigerator to the storage room. Mr. Mickelson suggested purchasing a used refrigerator and disposing of the old one. The Board approved this purchase and the old refrigerator will be removed.
- The outlet in the exercise room is not working.
- The dishwasher in the closet needs to be removed, as well as the grill that is on the deck as it is unsafe.
- The removal of the Coke machines in the Clubhouse was discussed. The office will call Coke to see if they will come pick it up. Otherwise it will be discarded or sold.
- Mr. Kimball discussed setting a date for a trail clean up day. Once a date is chosen it will be advertised in the Pipeline. It was also discussed that the erosion of the hill leading to the lake on the trail will need to be dealt with.
- Mr. Mickelson noted that the trees will be removed from the entrance to the Recreation area. Mr. Newton suggested revising the plan and postponing the job. It was decided that a new quote will need to be obtained for this project, and that it should include the grinding of the stumps. Ms. Hester offered to obtain a second quote for this project as well.
- Mr. Kimball reported on the new pool contract, noting that it is \$1000.00 cheaper than the previous year. It was also discussed that Cobb County is mandating all pool drains need to be fixed to comply with the "Federal Safety Act". The estimated cost for this repair is \$500.00.
- Mr. Raby pointed out that there are holes in the pool cover. Mr. Kimball will investigate this.
- A discussion was held on the clubhouse door being propped open during pool season. The lifeguards have an allen wrench that needs to be used. Mr. Kimball said he would talk to the lifeguards about this.

- The deck needs to be repaired before the pool opens. This item was put on the action list.
- The ladder from the kitchen to the attic is broken and needs to be repaired.
- The toilets in the basement need repair. Mr. Newton will look into this.
- Ms. Conrad reported on the New Years Eve party at the clubhouse. Approximately \$300 was collected and \$700 was spent. Continuing to have a New Years Party for the neighborhood will be reviewed by the Board. A New Years Day party was suggested, and will be looked into by Ms. Conrad.

There being no further business to discuss, the meeting was adjourned at 8:35 p.m.

Next Board Meeting: Monday, February 2, 2009
 6:30 p.m. - 8:00 p.m.
 Clubhouse