

HIGHLAND POINTE RECREATION ASSOCIATION, INC.
Board of Directors and Budget Meeting
Minutes

Monday, March 2, 2009

Board Members in Attendance: Mr. Jim Newton, President; Ms. Susan Paraska, ACC; Mr. Dan Raby, Treasurer; Mr. Bob Kimball, Pool; Mr. Art Trevino, Tennis; and Ms. Mary Ciesielski, Administrative Assistant.

The meeting was called to order at 6:40 pm.

Approval of Minutes

Mr. Kimball made a motion to approve the minutes of the February 2, 2009 Board Meeting. Mr. Raby seconded the motion and it passed unanimously.

Monthly Budget Update

- Mr. Raby presented the income received and the expenses incurred during February, 2009. A brief synopsis follows.

	Budget FY 08-09	Actual (as of 2/28/09)
HPRA Income	\$123,650.00	\$111,787.00
HPHOA Income	64,075.00	69,726.69
Other Income	<u>4,800.00</u>	<u>2,041.23</u>
Total Income	\$192,525.00	\$183,554.92
HPRA Expenses	\$115,114.00	\$104,139.02
HPHOA Expenses	60,314.00	43,540.72
Other Expenses	<u>0.00</u>	<u>1,010.80</u>
Total Expenses	\$175,428.00	\$148,690.54
HPRA/HPHOA Net Income	<u>\$17,097.00</u>	<u>\$34,864.38</u>

The following shows the breakdown of expenses vs. budgets for the period ending February 28, 2009:

	Budget FY 08-09	Actual Expenses (as of 2/28/09)
<u>HPRA Expenses:</u>	\$115,114.00	\$104,139.02
Clubhouse	13,475.00	24,682.94
Tennis	5,500.00	5,705.24
Social	8,500.00	6,033.85
Pool	33,200.00	34,673.15
Operations	39,225.00	29,867.74
Grounds	15,214.00	3,176.10
<u>HPHOA Expenses:</u>	\$60,314.00	\$43,540.72

The report was accepted as information.

Discussion of Action Items

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

- Mr. Raby suggested that the Administrative Assistant create a manual that details the procedures for that position. Ms. Ciesielski will begin working on this project. It was discussed that the Board Administrator should have a working knowledge of the Administrative Assistant's duties as part of their responsibilities.
- The Board will make sure that "Welcome Packets" are distributed to new neighbors. Ms. Ciesielski will bring welcome packets to each Board meeting and Board members will divide the packets among themselves to deliver to new neighbors who live closest to them.
- Ms. Paraska noted that a homeowner inquired about the neighborhood Garage Sale. Ms. Ciesielski will check who was in charge of the last one to ask if they would like to organize one for this year. The Board will then make a decision based on that information.
- Ms. Paraska reported that no ACC complaints were filed during the month of February. One ACC request was made for permission to cut down trees. The ACC form was delivered, the Board voted by email, and a decision was provided back to the homeowner within two days.
- Mr. Kimball reported that a dumpster will be delivered on Friday, March 6th, and will be picked up on Sunday, March 7th for the tear down of the trellis on the lower deck. Mr. Kimball also suggested that the rotted railroad ties on the path be removed while the dumpster is in place for use. The Board agreed. The railroad ties will be replaced during Trail Cleanup Day on March 22, 2009.
- The path connecting The Grove to the Recreation area is deteriorating so railroad ties and stones will be put down to reinforce the path during Trail Cleanup Day.
- Mr. Newton obtained a quote for services to trim the Bradford Pear trees along the Recreation area driveway. It was suggested that trimming of the trees be the plan of action this year as opposed to taking the trees out altogether. The tree company providing the quote stated that keeping the existing trees in place one year will not compromise the vitality of the new trees that are in place. It was proposed that next year the middle Bradford Pear trees be taken out to allow sunlight to reach the new trees. Mr. Newton made a motion to spend \$350 from the Grounds budget to trim the existing trees. Mr. Trevino seconded the motion, and it passed.
- Mr. Kimball has been in contact with the pool company in regards to fixing the drain of the pool to comply with the new federal standards. The county will need to inspect the drain before the pool can open this year.
- Mr. Trevino will investigate replacing the backboard and the rim of the basketball hoop in the parking lot of the Recreation area.
- The rain date for the Tennis Round Robin is scheduled for Friday, March 6th at 7:00 pm.
- The tennis court surface is in need of repair. Mr. Trevino has been investigating a solution to fix the cracks and resurface the courts as a temporary fix. Mr. Trevino proposed that the Board set aside funds each year for use in future years to cover the cost of completely overhauling the tennis courts, as they are 27 years old. Mr. Newton suggested that a written plan be brought to the Board for consideration.
- The Board is waiting on a complete quote for sanding and staining the deck. This needs to be completed before the pool season begins.
- A homeowner has brought to the Board's attention that there are no longer 75 chairs as stated in the rental contract. It was decided to reduce the number of chairs noted on the contract, as it is not in the current budget to purchase more chairs for the clubhouse.
- Mr. Laufersweiler will purchase a new TV and stereo system for the clubhouse.
- Mr. Newton made a motion that the \$30 fee for choosing the installment plan for HPHOA and HPRA dues be eliminated for the fiscal year 2009-2010. Mr. Trevino seconded the motion, and it passed.

There being no further business to discuss, the meeting was adjourned at 8:00 p.m.

Next Board Meeting: Monday, April 13, 2009
6:30 p.m. - 8:00 p.m.
Clubhouse