

# HIGHLAND POINTE RECREATION ASSOCIATION, INC.

## Board of Directors and Budget Meeting

### Minutes

Monday, January 17, 2011

Board Members in Attendance: Mr. Bob Kimball, President; Mr. Dan Raby, Clubhouse; Ms. Rhonda Hester, Administrator; Mr. Steve Laufersweiler, Grounds; Ms. Judy Taylor, Tennis; Mr. Matt Tock, Pool; Mr. Steve Fincher, Social; and Ms. Mary Ciesielski, Administrative Assistant.

The meeting was called to order at 6:35 pm.

#### Approval of Minutes

Mr. Raby made a motion to approve the minutes of the December 13, 2010 Board Meeting. Mr. Laufersweiler seconded the motion and it passed unanimously.

#### Monthly Budget Update

Mr. Raby presented the income received and the expenses incurred during December, 2010. A brief synopsis follows.

|                       | Budget FY 10-11   | Actual (as of 12/31/10) |
|-----------------------|-------------------|-------------------------|
| HPRA Income           | \$98,000.00       | \$95,062.00             |
| HPHOA Income          | 73,215.00         | 69,914.00               |
| Other Income          | <u>1,800.00</u>   | <u>835.67</u>           |
| Total Income          | \$173,015.00      | \$165,811.67            |
|                       |                   |                         |
| HPRA Expenses         | \$97,150.00       | \$101,307.26            |
| HPHOA Expenses        | 66,100.00         | 44,776.14               |
| Other Expenses        | <u>0.00</u>       | <u>0.00</u>             |
| Total Expenses        | \$163,250.00      | \$146,083.40            |
|                       |                   |                         |
| HPRA/HPHOA Net Income | <u>\$9,765.00</u> | <u>\$19,728.27</u>      |

The following shows the breakdown of expenses vs. budgets for the period ending December 31, 2010:

|                        | Budget FY 10-11 | Actual Expenses (as of 12/31/10) |
|------------------------|-----------------|----------------------------------|
| <u>HPRA Expenses:</u>  | \$97,150.00     | \$101,307.26                     |
| Clubhouse              | 11,850.00       | 6,431.68                         |
| Tennis                 | 3,500.00        | 32,888.91                        |
| Social                 | 6,500.00        | 3,497.79                         |
| Pool                   | 31,300.00       | 30,261.36                        |
| Operations             | 32,300.00       | 24,754.47                        |
| Grounds                | 11,700.00       | 3,482.05                         |
|                        |                 |                                  |
| <u>HPHOA Expenses:</u> | \$66,100.00     | \$44,776.14                      |

The report was accepted as information.

#### Discussion of Action Items

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

- The Highland Pointe facebook account was discussed. Ms. Hester has been on the site, and will contact the creator of the account to inform them that all communication about the neighborhood needs to be approved by the Board via the Administrator.
- All Board members were asked to go to the Highland Pointe website to update their section so that the website is a better communication tool for current as well as future residents. All changes will first be sent to Ms. Hester for approval then to Ms. Ciesielski for implementation.
- Mr. Kimball reported that Mr. Salmon and the HOA task force has sent out notes to residents about various ACC issues. Mr. Salmon created a report listing the residents who have not responded to these communications. Mr. Kimball will request that Mr. Salmon begin issuing warning and violation letters to these residents. These warnings and violations will be listed in the Pipeline by address.
- The bylaws for Phase 5 of the neighborhood state that the Board can have parked vehicles that are not in compliance with the covenants, such as RV's, trailers and boats towed. The Board discussed taking this type of action for chronic violators.
- Ms. Ciesielski reported that one of the three non paying HOA members paid their dues, and will not have a lien placed on their property.
- Mr. Tock will investigate the possibility of securing a Coke machine for the pool area.
- Letters were sent out to the residents impacted by Board's refusal of the Quick Claim Deed that was filed by the current owner.
- Ms. Taylor reported that the sign detailing the rules of the tennis courts is missing, so she will order another one along with a sign reminding players to turn out the lights when they are done playing at night.
- Mr. Laufersweiler discussed the amount of cars that are parked in the streets and asked Ms. Ciesielski to put an article in the February Pipeline. The Board agreed that not only is it an eyesore to the residents, but a safety issues as well.
- Mr. Raby noted that cars must be parked with the flow of traffic, or they can be ticketed by the police.
- Mr. Raby fixed the lock to the weight room. He also fixed the ceiling in the upstairs ladies bathroom.
- Mr. Raby made a motion to purchase a Class A Demo stair climber for the weight room and a Certified Pre-Owned elliptical from Life Time Fitness for a total of approximately \$4700 including tax. Mr. Laufersweiler seconded the motion. After discussion the Board approved the purchase.
- Mr. Raby also made a motion to purchase a gently used commercial grade treadmill from the Hester family, residents of Highland Pointe, for \$1200. Ms. Taylor seconded the motion and it passed with Ms. Hester abstaining. Ms. Ciesielski will write an article for the Pipeline announcing these purchases.
- Mr. Raby reported that the rowing machine is now working very well, and the other pieces of equipment in the weight room are working. He moved the broken equipment out of the room. He would like to pursue purchasing a piece of equipment each year to rotate out older ones.
- Mr. Raby is replacing the intake vent in the downstairs hallway. He noted that it was clogged and could be the root of the leaking problem associated with the air conditioning unit. Once it is warm and the air conditioning is in use, the issue can be resolved and the hole in the ceiling will be patched.
- Mr. Raby discussed the painting quote for the interior of the clubhouse. He agreed it would be a good thing to do, but at this time the association's money would be better spent on equipment and necessary expenditures versus cosmetic. He has patched the holes in the hallway, and he may pursue volunteers to paint the downstairs hallway.
- Mr. Kimball reported that Mr. Mike Dickman plowed North Mountain Road more than once during the snow storm. He also noted that Mr. Ted Spies put down salt at the entrances on the night of the ice storm, Christmas and during the snow storm. Ms. Ciesielski will thank them formally in the Pipeline.
- Mr. Kimball asked the Board to come up with 2-3 items for a "wish list" of projects for the neighborhood. These items do not need to be for something within their committee. The Board will put all the ideas together at the February meeting and prioritize such expenditures.

Having no further business to discuss, the meeting was adjourned at 8:10 pm.

Next Board Meeting:

Monday, February 7, 2011

6:30 p.m. - 8:00 p.m.

Clubhouse