

HIGHLAND POINTE RECREATION ASSOCIATION, INC.

Board of Directors and Budget Meeting

Minutes

Monday, February 2, 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

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

Approval of Minutes

Mr. Mikkelson made a motion to approve the minutes of the January 12, 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 January, 2009. A brief synopsis follows.

	Budget FY 08-09	Actual (as of 1/31/09)
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	\$99,308.75
HPHOA Expenses	60,314.00	40,238.83
Other Expenses	<u>0.00</u>	<u>0.00</u>
Total Expenses	\$175,428.00	\$139,547.58
HPRA/HPHOA Net Income	<u>\$17,097.00</u>	<u>\$40,711.63</u>

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

	Budget FY 08-09	Actual Expenses (as of 10/31/08)
<u>HPRA Expenses:</u>	\$115,114.00	\$99,308.75
Clubhouse	13,475.00	23,782.53
Tennis	5,500.00	5,556.24
Social	8,500.00	6,033.85
Pool	33,200.00	33,323.15
Operations	39,225.00	27,901.08
Grounds	15,214.00	1,701.10
<u>HPHOA Expenses:</u>	\$60,314.00	\$40,238.83

The report was accepted as information.

- Mr. Raby presented a preliminary budget for 2009-10.

Discussion of Action Items

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

- The Board discussed publishing the Pipeline every other month, as opposed to monthly to save money, and to ensure the “newsworthiness” of the publication. Ms. Hester proposed using the website on a regular basis to keep the neighborhood up to date on Highland Pointe events and issues. It was noted that the minutes of the Board Meetings could be published on the website, and no longer printed in the Pipeline. Mr. Mikkelson made a motion to make the Pipeline bi-monthly, while posting the Minutes on the website on a monthly basis. The motion was seconded by Ms. Hester. The motion passed unanimously. Ms. Hester and Ms. Ciesielski will meet with Mr. Lee Berg to discuss details of putting information on the website.
- Mr. Mikkelson discussed obtaining internet access for the pool area. He reported that it would be an additional \$500 to the annual phone bill. The Board decided that this would be too costly in consideration of the budget.
- The tennis court needs to be inspected as there may be a potential problem in the foundation.
- The lights for the tennis pavilion are now on a 15 minute delay from the tennis courts.
- There will be social round robins several Friday evenings, beginning on Friday, February 27, 2009. Details will be announced in the Pipeline.
- Mr. Mikkelson will obtain three quotes for removing the trees at the recreation area driveway that will include the grinding of the stumps. He will email the quotes to the Board, and the Board will vote via email. It is necessary to start taking down the old trees as soon as possible, so the new one that have been planted can continue to grow properly.
- Coke is coming to remove one of the vending machines on the lower level of the clubhouse. Ms. Ciesielski will ask the Coke Representative if the other machine belongs to Coke, and if it does, Coke will be asked to remove the second machine as well. If the machine is not owned by Coke, Ms. Ciesielski will contact a vendor to discuss purchasing it from the neighborhood.
- The security lights are out. Mr. Mikkelson will investigate.
- “Clean up Day” around the lake and paths will take place on March 22nd, from 11:00 a.m. – 1:00 p.m. There will be an article in the Pipeline encouraging homeowners to volunteer, and to bring their gas-powered lawn tools. Students seeking volunteer work hours will be invited to join the group. Upon completion of the clean-up activities, student volunteers will receive a letter from the board stating they completed two volunteer hours for the neighborhood.
- Mr. Mikkelson has investigated the cost of replacing the message boards at all entrances. It was decided that the Board will approve refurbishing the two existing boards, and the purchase of three new message boards. Ms. Rucker will get the adjusted quote for three new boards, and forward it to the Board.
- Mr. Kimball will order new umbrellas for the pool area, and will complete repairs of the holes in the pool cover.
- The repair of the drains in the pool has not been scheduled, as it has not yet been determined what needs to be done to be compliant with the new Federal Safety Act. Mr. Kimball is in contact with the pool company and will get it done as soon as possible. The cost at this point is not definitive.
- It was suggested that HOA members be allowed to rent the Clubhouse at a rate higher than that for HPRA members. The Board decided that these reservations may only be made within 30 days of the desired rental date. Mr. Trevino made a motion to accept the new policy, and it was seconded by Mr. Raby. The motion passed.
- The toilets have been fixed in the Ladies bathroom. If they break again, the Board will look into purchasing new toilets.
- Mr. Laufersweiler will call the electrician to fix the outlet in the Exercise room.

- The ladder going up to the attic in the Clubhouse needs to be repaired so the hinge moves in the correct direction when closing.
- The vacuum cleaner in the Clubhouse needs to be replaced. Mr. Laufersweiler will purchase one.
- Ms. Conrad will develop a checklist for the clubhouse for post rental evaluations.
- In response to an inquiry by a resident, Ms. Paraska reported that the builder of the new home on Highborne Drive submitted the current construction plans, and the construction is in compliance with the plans that were approved by the Board in March 2008. Ms. Paraska will send a letter to the builder thanking him for his cooperation and the matter will be closed.
- Ms. Paraska also noted that a homeowner cited for violation of covenants has taken care of removing the trash can from the front of his property, but has not yet removed the fallen tree from the front yard fence. Follow-up actions will be made with the property owner.

2009-2010 Budget

The Board presented recommendations for expenditures of the 2009-2010 budget. A list was compiled and will be emailed to the Board for their evaluation. The Board will vote on these items at the next board meeting.

There being no further business to discuss, the meeting was adjourned at 8:53 p.m.

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