

# HIGHLAND POINTE RECREATION ASSOCIATION, INC.

## Board of Directors and Budget Meeting

### Minutes

Monday, February 7, 2011

Board Members in Attendance: Mr. Bob Kimball, President; Mr. Dave Gunnells, Treasurer; Mr. Dan Raby, Clubhouse; Mr. Jason Salmon, ACC; 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. Salmon made a motion to approve the minutes of the January 17, 2010 Board Meeting. Mr. Gunnells seconded the motion and it passed unanimously.

#### Monthly Budget Update

Mr. Gunnells presented the income received and the expenses incurred during January, 2011. A brief synopsis follows.

	Budget FY 10-11	Actual (as of 1/31/11)
HPRA Income	\$98,000.00	\$95,597.00
HPHOA Income	73,215.00	71,396.00
Other Income	<u>1,800.00</u>	<u>835.67</u>
Total Income	\$173,015.00	\$167,828.67
HPRA Expenses	\$97,150.00	\$103,736.88
HPHOA Expenses	66,100.00	50,775.95
Other Expenses	<u>0.00</u>	<u>0.00</u>
Total Expenses	\$163,250.00	\$154,512.83
HPRA/HPHOA Net Income	<u>\$9,765.00</u>	<u>\$13,315.84</u>

The following shows the breakdown of expenses vs. budgets for the period ending January 31, 2011:

	Budget FY 10-11	Actual Expenses (as of 1/31/11)
<u>HPRA Expenses:</u>	\$97,150.00	\$103,736.88
Clubhouse	11,850.00	6,960.29
Tennis	3,500.00	32,910.08
Social	6,500.00	3,497.79
Pool	31,300.00	30,261.36
Operations	32,300.00	26,625.31
Grounds	11,700.00	3,482.05
<u>HPHOA Expenses:</u>	\$66,100.00	\$50,775.95

The report was accepted as information.

Mr. Gunnells also discussed "earmarking" part of our reserves for projects and/or maintenance items that we know will occur in the future. The Board agreed that while keeping a certain amount in reserves for unexpected

items is necessary, being more proactive with future expenditures, and planning for such projects would a good practice to be adopted by the Board.

### Discussion of Action Items

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

- Mr. Salmon referred to a list of properties that have recurring violations. He discussed the adherence to the covenants of the different phases of Highland Pointe, noting that Phase 5 (permanent mandatory) lots have the strictest. For phase 5 residents all the Board is required to give is 30 days notice, and after that 30 days, the Board can hire a company to come in and clean up the yard, or tow the unauthorized vehicle at the residents cost. Mr. Kimball advised Mr. Salmon to forward the list of offenders to Ms. Ciesielski and warning letters will be sent out to start the process.
- Mr. Laufersweiler noted that the landscaping behind the lighting in the Grove entrance is overgrown. He will have Lynscapes investigate and prune back whatever is overgrown.
- Mr. Tock will order the new pool lounge chairs that were approved at a previous Board meeting.
- Mr. Kimball and Mr. Tock met with Nautix to discuss the lifeguard contract for the 2011 season. The number of lifeguards will be reduced this year. "Swim at your own risk" was discussed, but will not be in effect this year. It was suggested that the pool be open for the Fall Cobb County break. Mr. Tock will get the budget for staying open that week from Nautix and a decision will be made then.
- Mr. Raby noted that a few tennis players put salt on the tennis courts, and "chipped away" ice with shovels during the snow storm in order to play a match. It will be investigated as to whether damage was done to the courts and further action will take place accordingly. Ms. Taylor will send an email out to tennis team captains advising them not to use salt or shovels on the court surface.
- Mr. Raby has changed out the filter, and the intake vent in the basement of the clubhouse. He is optimistic that the lack of air flow has led to the unit overworking and dripping condensation onto the ceiling.
- Mr. Raby is securing a locksmith for changing out the locks, and producing the new keys for the 2011-12 season.
- The new pieces of equipment are in the weight room. Mr. Lee Berg had the treadmill moved from the Hester home to the clubhouse at his expense, as he purchased the old treadmill for his home for \$100. Mr. Raby made a motion to use the \$100 paid to HPRA for the treadmill, and make a donation to Friends of Mabry Park from Highland Pointe. Ms. Taylor seconded the motion and it passed unanimously.
- Ms. Jenny Rucker sent a proposal for the brick layout for the playground. Mr. Laufersweiler and Mr. Kimball will meet with her, and report back to the board with a plan.
- The Board discussed re-energizing Kiddie Kapers. Mr. Kimball noted that many residents in the neighborhood may have fresh ideas, and may be looking to get involved. Currently Kiddie Kapers falls under the Social Chairperson's budget and responsibilities, but the Board agreed that it would be good to have a set of chair persons in charge of the kids activities who will report to the Social Chairperson, in order to spread out the work load.
- The Spring Fling was discussed. Mr. Kimball would like to see this event go back to being a welcoming event for all Highland Pointe residents with the intent on creating new members. Mr. Fincher will work on the plans and report back at the next board meeting.
- The Board created a "wish list" of projects that could be covered by part of our reserves this coming fiscal year. Ms. Ciesielski will email the list to the Board members and they will be discussed in depth at the next Board meeting.

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

Next Board Meeting:                      Monday, March 7, 2011  
6:30 p.m. - 8:00 p.m., Clubhouse