

HIGHLAND POINTE RECREATION ASSOCIATION, INC.

Board of Directors and Budget Meeting

Minutes

Monday, December 13, 2010

Board Members in Attendance: Mr. Dan Raby, Treasurer; Mr. Bob Kimball, Pool; Mr. Dave Gunnells, Clubhouse; Ms. Rhonda Hester, Administrator; Mr. Steve Laufersweiler, Grounds; Mr. Jason Salmon, ACC; and Ms. Mary Ciesielski, Administrative Assistant.

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

Approval of Minutes

Mr. Laufersweiler made a motion to approve the minutes of the November 8, 2010 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 November, 2010. A brief synopsis follows.

	Budget FY 10-11	Actual (as of 11/30/10)
HPRA Income	\$98,000.00	\$94,447.00
HPHOA Income	73,215.00	68,027.00
Other Income	<u>1,800.00</u>	<u>758.37</u>
Total Income	\$173,015.00	\$163,232.37
HPRA Expenses	\$97,150.00	\$99,057.17
HPHOA Expenses	66,100.00	40,586.02
Other Expenses	<u>0.00</u>	<u>0.00</u>
Total Expenses	\$163,250.00	\$139,643.19
HPRA/HPHOA Net Income	<u>\$9,765.00</u>	<u>\$23,589.18</u>

The following shows the breakdown of expenses vs. budgets for the period ending November 30, 2010:

	Budget FY 10-11	Actual Expenses (as of 11/30/10)
<u>HPRA Expenses:</u>	\$97,150.00	\$99,057.17
Clubhouse	11,850.00	5,520.21
Tennis	3,500.00	32,878.34
Social	6,500.00	3,128.20
Pool	31,300.00	30,261.36
Operations	32,300.00	23,833.12
Grounds	11,700.00	3,435.94
<u>HPHOA Expenses:</u>	\$66,100.00	\$40,586.02

The report was accepted as information.

### Discussion of Action Items

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

- The Board discussed its satisfaction with the law firm Highland Pointe has kept on retainer, as it will be up for renewal in January. Mr. Raby noted that there are different levels of retainers the law firm offers, and maybe it would be worth investigating those levels to possibly reduce our cost. Ms. Ciesielski will send a copy of the invoice once it is received to the board members for discussion.
- Ms. Ciesielski will have the attorneys begin the lien procedures in January on the three non-paying permanent members who have not responded to any notices sent by the association.
- Mr. Salmon and his committee will be visiting homes that have received ACC notices to see if they have complied with the requests. Warning letters will be sent to some homes in January.
- Mr. Laufersweiler will be soliciting bids for a lawn service for 2011.
- Mr. Kimball noted that he has received the pool contract for 2011. Nautix will be raising prices roughly 5%. He will work with Mr. Tock to determine the necessary hours we will need lifeguards. Mr. Kimball is considering swim at your own risk for some evenings during the week, but would always keep guards on duty during the weekend hours.
- Mr. Kimball also discussed the lifeguard fee for private parties will go up this year. He will send the information to Ms. Ciesielski to change on the website.
- Mr. Kimball discussed the possibility of purchasing a defibrillator for the recreation area.
- Mr. Gunnells received a quote to paint the interior of the clubhouse, as well as removing the popcorn finish in the ladies room ceiling, of \$1200. He also received a quote for \$2000 to paint the walls of the downstairs, including the trim. No action was taken on this matter at this time, but the Board agreed that the women's bathroom needed to be addressed soon.
- Mr. Laufersweiler met with a steam room service technician. The normal life of a steam system is 15 years, and the one in the clubhouse is 25 years old. A new system is approximately \$6000 inclusive of installation.
- An electrician also came out to check the wiring of the steam room and the weight room to ensure it was adequate for our needs.
- There are several pieces of equipment that are broken in the weight room. Mr. Raby will get quotes on servicing the pieces that are still in decent shape, and quotes on purchasing new equipment. It was suggested that a line item be added to the budget for new equipment each year to better maintain the weight room and its usability.
- The slate of Board members for 2011 was presented. Mr. Gunnells made a motion to approve of the new members of the Board. Ms. Hester seconded the motion and it passed unanimously. Mr. Gunnells also made a motion to accept the slate as written. Ms. Hester seconded this motion and it passed.
- Mr. Kimball encouraged the Board members to turn over their binders to the next Board member in charge of each area. If there is no binder, Mr. Kimball encouraged everyone to start one so that there is something to pass on to each subsequent Board member.
- The carpet of the Clubhouse will be cleaned in January.

Having no further business to discuss, the meeting was adjourned at 7:45 pm.

Next Board Meeting: Monday, January 10, 2011  
6:30 p.m. - 8:00 p.m.  
Clubhouse