

Heather Lake Association Board Meeting
January 23, 2023 – 6:30PM
Briggs Home

Attendance:

- Brad Briggs, Susan Nutini, Tom Nutini, Kim Reinbold, Carol Scott, Mike Smith

I. Meeting Called to Order

- a. Brad Briggs called the meeting to order at 6:35P

II. Reports of Officers

President (*Brad Briggs*)

- a. Welcomed everyone to the meeting.

Treasurer (*Mike Smith*)

- a. Mike Smith distributed the 2023 budget for review.
 - Discussion followed regarding the increase in assessments due to the increase in overall expenses, mainly in the maintenance of common grounds and the West Glenhurst entryway feature for 2023
 - Mike Smith made the motion to adopt the budget for calendar year 2023 with a budget total of \$32,400 (Ordinary Expense \$28,080 + Reserves \$4,320) and he further moved that \$450 be assessed to all owners of record in two semi-annual amounts of \$225 with the first half amount due 7/1/2023 and the second half amount due 1/1/2024
 - Carol Scott seconded the motion
 - No discussion followed
 - Motion passed
 - A copy of the motion is attached to these minutes

III. Old Business

- a. Susan Nutini distributed a draft copy of the revised Design Review Manual (DRM)
 - The Board will review and send their edits to Susan as soon as possible
 - Brad would like a final draft to be available for the annual meeting
- b. Violation and storm damage letters update
 - Letters were sent to homeowners who have obvious storm damage to their home and have not been repaired asking them to inform the Board of their timeline for repairs. Varied responses have been received from those letters.
 - Letters were mailed to homeowners who have mailboxes in need of repair or replacement. If repair or replacement has not been made by February 12, 2023 a certified letter will be mailed.

- Letters were mailed to homeowners who made changes to their homes without following the proper procedures asking them to submit a Design Review Application. Those who did not respond will be sent a certified letter.

IV. New Business

- a. Brad informed the Board that for a fee of \$500 a representative from Kaman & Cusimano (K&C) will attend the annual meeting.
 - Brad made a motion to invite a legal representative from K&C to attend the annual meeting and to pay the \$500 fee.
 - Motion seconded by Carol Scott
 - No discussion followed
 - Motion passed
- b. Brad indicated that the options were for the representative to attend the meeting as a legal resource or to run the meeting.
 - Clarification and discussion followed regarding each option.
 - The Board agreed to have a representative from K&C attend the annual meeting, be introduced at the beginning and then to manage the election of new directors.
 - Attorney for the Association, John Izzo, from Kaman & Cusimano, will attend the annual meeting on March 23, 2023
- c. Heather Lake Association website update policy was reviewed and discussed.
 - The Secretary, Carol Scott will be the contact to coordinate with the webmaster and provide Newsletter and Board Minutes updates.
 - Brad will discuss the new policy regarding content management with the webmaster.
- d. Tom Nutini volunteered to contact the Township and get the guardrail on East Glenhurst repaired.

V. Adjournment – Meeting adjourned at 8:15PM

- a. Minutes of December 6, 2022 Board Meeting were approved on December 8, 2022 via email
- b. Annual Meeting will be held on March 23, 2023 at 6:00P at Wagnall's Library Community Room
- c. Budget motion attached

2023 Budget Motion

January 23, 2023

Mike: I move that we adopt the following budget and assessment related details.

1. For the calendar year 2023, I motion to adopt the budget, a copy of which is attached to the minutes. The budget total is \$32,400 (Ordinary Expense \$28,080 + Reserves \$4,320).
2. I further move that the \$32,400 be assessed to all owners of record in two semi-annual amounts of \$225. The first half total amount is due 7/1/2023; the second half total amount is due 1/1/2024.
3. I further move that the board, acting through its treasurer, is authorized to expend the funds collected in accordance with but not in excess of the limitations of the individual budget categories established by the attached budget.
4. I further move that the board, by a majority vote, throughout the year, may transfer unexpended funds from one budget account or category to another when needed.
5. I further move that on December 31, 2023, all unexpended funds in the budget be allocated towards reserves and any balances outstanding in individual accounts where the home has been sold at foreclosure sale be written off as bad debt.