

# Heather Lake Homeowners Association Trustee Meeting

Nutini Residence, 8595 Heather Lake Drive

July 10, 2014, 6:30 pm

## Attendance:

Trustees Present – Eric Jones, Tara Jones, Pat Martino, Susan Nutini, Tom Nutini, Mike Smith

## Handouts:

- Financial Reports (Profit & Loss Budget vs. Actual, Open Invoices, Bank Account Registers) – **Exhibits 1A-1D**
- Current and proposed field tile connection **Exhibits 2A-2B**

## Approval of Minutes

Meeting minutes were approved via e-mail

## Meeting Schedule to Year End

Meetings will begin at 6:30pm on the following dates: August 14, September 18, October 9, November 13, and December 11. The information to be added to the Web site.

## Bylaws

The association's attorney provided modifications to the current draft bylaws based on the comments and feedback at the Special Meeting on June 24<sup>th</sup>. The board discussed and voted.

- Annual Meeting Date – Eric made a motion to leave the date in the first quarter as it is. Tom seconded the motion. Motion passed.
- Board Number – Eric made a motion to proceed with 5 board members instead 6, as noted in the current Deed Restrictions. This change will require a 75% vote to amend. Pat seconded the motion. Motion passed. Eric then made a motion for a voting provision allowing 2 votes per lot in the event seats on the board remain vacant and are filled with a spouse or significant other. Mike seconded the motion. Motion failed.
- Conflicts – Susan made a motion for bylaws to rule should there be a conflict between the Deed Restrictions and Bylaws. Pat seconded the motion. Mike opposed. Motion passed.
- Lot Entry – Pat made a motion to clarify that the association will not enter in or on a dwelling and that the board's authority is limited to entering lot exteriors with prior notice to the owners in the Bylaws Article IX, Section 2 and Article V, Section I – Q. Mike seconded the motion. Motion passed.
- Loan Authority – Susan made a motion to clarify to restrict the board's authority to only permit loans, without the ownership's approval, in the event that an existing capital item on the common elements is in need of unexpected maintenance, repairs, or replacements with the set amount of \$25,000 to remain. Tara seconded the motion. Motion passed.
- Association Name: - The board's original decision was not to act on changing the name from Heather Glen to Heather Lake when the bylaws were first drafted due to the additional fees to draft a separate amendment, however, with the changes brought forth by the committee, the board unanimously agreed to include the name change with the other additions. This change will require a 75% vote to amend.
- Tom made a motion to accept the not-to-exceed amount of \$570 legal fees to address the changes. Mike seconded. Motion passed.

## **Financial Report - Mike Smith**

Mike e-mailed the Huntington Bank statement to the board prior to the meeting confirming his reports match. He presented the above-mentioned reports and noted the following properties have delinquent fees:

- Lot 2
- Lot 6
- Lot 11
- Lot 13
- Lot 16
- Lot 18
- Lot 21
- Lot 25
- Lot 35
- Lot 36
- Lot 37
- Lot 41
- Lot 52

With no changes, the reports were recorded as submitted.

## **Park Report - Tom Nutini/Pat Martino**

Tom reported 10.5 mowings to date. He informed the board of the landscape company's (Evergreen) resignation effective July 21. Nick @ Evergreen recommended a replacement company that can finish out the year at the same price. Tom will follow up and update the board.

Tom reported contacting the local drainage agencies but was unable to locate information on the drainage in the common areas. He met with the excavator regarding the sink holes/drainage issues at the west end of the common area. The investigation found several broken clay field tiles. After conducting elevation testing, the corrective action now is to create a new connection point to change the direction of the water flow. Tom wanted to update the board before going forward with the project since the method of repair differed from the plan initially submitted. The immediate areas of concern were backfilled until the permanent repair is scheduled.

A homeowner recently filed a written complaint regarding the appearance of the plant beds in the park as well as the cattails/weeds. Tom will get pricing information from the new landscape company for maintenance of both issues.

## **ARB Coordinator Report – Tara Jones**

No Report

## **Deed Restriction Coordinator Report - Eric Jones**

No report

Meeting Adjourned at 10:00 pm.

## **Next Meeting**

August 14, 2014 @ 6:30pm at Mike Smith's

## **Action Items**

- Tom – obtain pricing from landscaper

- Tom – follow up with owners of lot 2
- Tom – complete drainage proposal
- Tara – send packet to new owners at 8634 Heather Lake
- Eric – mail letters
- Mike – release lien on lot 66
- Susan – notify lawyer of board vote
- Susan – update Website

Exhibit 1A  
**Heather Lake Homeowner Assoc.**  
**Profit & Loss Budget vs. Actual**

January through December 2014					
		Jan - Dec 14	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
	Association fees	8,883.49	16,560.00	-7,676.51	53.64%
	Misc. fees	52.18			
	<b>Total Income</b>	<b>8,935.67</b>	<b>16,560.00</b>	<b>-7,624.33</b>	<b>53.96%</b>
	<b>Gross Profit</b>	<b>8,935.67</b>	<b>16,560.00</b>	<b>-7,624.33</b>	<b>53.96%</b>
<b>Expense</b>					
<b>Annual Meeting</b>					
	Room rental	90.00			
	<b>Total Annual Meeting</b>	<b>90.00</b>			
	Bank fees	28.65	60.00	-31.35	47.75%
	Computer and Internet Expenses	119.40	120.00	-0.60	99.5%
	Electric for pond pump	316.06	660.00	-343.94	47.89%
	Insurance Expense	650.00	650.00	0.00	100.0%
	Lake maintenance	11.30			
	Legal fees	647.50	1,880.00	-1,232.50	34.44%
	Office Supplies	0.00	120.00	-120.00	0.0%
	Park upkeep				
	Asphalt repairs & sealing	0.00	3,000.00	-3,000.00	0.0%
	Mowing	2,279.85	6,000.00	-3,720.15	38.0%
	Mulching	466.25	500.00	-33.75	93.25%
	Signs	0.00	200.00	-200.00	0.0%
	Weed control	0.00	800.00	-800.00	0.0%
	<b>Total Park upkeep</b>	<b>2,746.10</b>	<b>10,500.00</b>	<b>-7,753.90</b>	<b>26.15%</b>
	Postage and Delivery	376.62	240.00	136.62	156.93%
	Taxes - Property	45.24	2,430.00	-2,384.76	1.86%
	<b>Total Expense</b>	<b>5,030.87</b>	<b>16,660.00</b>	<b>-11,629.13</b>	<b>30.2%</b>
	<b>Net Ordinary Income</b>	<b>3,904.80</b>	<b>-100.00</b>	<b>4,004.80</b>	<b>-3,904.8%</b>
<b>Other Income/Expense</b>					
<b>Other Income</b>					
	Interest	1.09			
<b>Reserve fund</b>					
	Late fees	555.00			
	Reserve fund - Other	1,914.01	2,070.00	-155.99	92.46%
	<b>Total Reserve fund</b>	<b>2,469.01</b>	<b>2,070.00</b>	<b>399.01</b>	<b>119.28%</b>
	<b>Total Other Income</b>	<b>2,470.10</b>	<b>2,070.00</b>	<b>400.10</b>	<b>119.33%</b>
	<b>Net Other Income</b>	<b>2,470.10</b>	<b>2,070.00</b>	<b>400.10</b>	<b>119.33%</b>
	<b>Net Income</b>	<b>6,374.90</b>	<b>1,970.00</b>	<b>4,404.90</b>	<b>323.6%</b>

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**Heather Lake Homeowner Assoc.**  
**Open Invoices**  
**All Transactions**

	Type	Date	Num	Due Date	Aging	Open Balance
<b>Lot 2</b>						
	Invoice	06/01/2014	877	07/01/2014	8	67.50
<b>Total 2</b>						67.50
<b>Lot 6</b>						
	Invoice	06/01/2014	881	07/01/2014	8	135.00
<b>Total 6</b>						135.00
<b>Lot 11</b>						
	Invoice	06/01/2014	886	07/01/2014	8	135.00
<b>Total 11</b>						135.00
<b>Lot 13</b>						
	Invoice	12/05/2012	FC 509	12/05/2012	581	10.00
	Invoice	12/01/2012	667	12/31/2012	555	60.00
	Invoice	01/14/2013	FC 525	01/14/2013	541	15.00
	Invoice	02/02/2013	FC 543	02/02/2013	522	15.00
	✓ Invoice	03/27/2013	FC 565	03/27/2013	469	15.00
	Invoice	04/13/2013	FC 573	04/13/2013	452	15.00
	Invoice	05/02/2013	FC 605	05/02/2013	433	15.00
	Invoice	06/02/2013	FC 613	06/02/2013	402	15.00
	Invoice	06/01/2013	738	07/01/2013	373	135.00
	Invoice	07/23/2013	FC 633	07/23/2013	351	20.00
	Invoice	08/06/2013	FC 659	08/06/2013	337	20.00
	Invoice	09/30/2013	FC 693	09/30/2013	282	20.00
	Invoice	10/23/2013	FC 713	10/23/2013	259	20.00
	Invoice	11/02/2013	FC 737	11/02/2013	249	20.00
	Invoice	12/02/2013	FC 755	12/02/2013	219	20.00
	Invoice	12/01/2013	810	12/31/2013	190	135.00
	Invoice	01/11/2014	FC 805	01/11/2014	179	25.00
	Invoice	12/17/2013	866	01/16/2014	174	250.00
	Invoice	03/06/2014	FC 834	04/05/2014	95	60.00
	Invoice	04/05/2014	FC 839	04/05/2014	95	20.00
	Invoice	05/21/2014	FC 845	05/21/2014	49	20.00
	Invoice	06/17/2014	FC 850	06/17/2014	22	15.00
	Invoice	06/01/2014	888	07/01/2014	8	135.00
<b>Total 13</b>						1,075.00
<b>Lot 16</b>						
	Invoice	06/01/2014	891	07/01/2014	8	135.00
<b>Total 16</b>						135.00
<b>Lot 18</b>						
	Invoice	06/17/2014	FC 851	06/17/2014	22	10.00

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**Heather Lake Homeowner Assoc.**  
**Open Invoices**  
**All Transactions**

	Type	Date	Num	Due Date	Aging	Open Balance
	Invoice	06/01/2014	893	07/01/2014	8	105.00
Total 18						115.00
<b>Lot 21</b>						
	Invoice	06/01/2014	895	07/01/2014	8	135.00
Total 21						135.00
<b>Lot 25</b>						
	Invoice	06/01/2014	899	07/01/2014	8	135.00
Total 25						135.00
<b>Lot 35</b>						
	Invoice	06/01/2014	909	07/01/2014	8	135.00
Total 35						135.00
<b>Lot 36</b>						
	Invoice	06/01/2014	910	07/01/2014	8	135.00
Total 36						135.00
<b>Lot 37</b>						
	Invoice	01/11/2014	867	01/11/2014	179	100.00
	Invoice	01/11/2014	FC 804	01/11/2014	179	5.00
	Invoice	02/09/2014	FC 822	02/09/2014	150	5.00
	Invoice	03/06/2014	FC 833	03/06/2014	125	10.00
	Invoice	03/06/2014	871	04/05/2014	95	50.00
	Invoice	04/05/2014	FC 838	04/05/2014	95	15.00
	Invoice	04/21/2014	872	05/21/2014	49	50.00
	Invoice	05/21/2014	FC 844	05/21/2014	49	15.00
	Invoice	06/17/2014	FC 849	06/17/2014	22	5.00
	Invoice	06/01/2014	911	07/01/2014	8	135.00
Total 37						390.00
<b>Lot 41</b>						
	Invoice	06/01/2014	915	07/01/2014	8	135.00
Total 41						135.00
<b>Lot 52</b>						
	Invoice	06/01/2014	926	07/01/2014	8	135.00
Total 52						135.00
<b>TOTAL</b>						<b>2,862.50</b>

Heather Lake Homeowner Assoc.  
**Bank Account Registers**  
As of July 9, 2014

Exhibit 1D

	Type	Date	Num	Name	Memo	Split	Paid Amount	Balance
<b>Huntington checking</b>								<b>10,307.23</b>
	Check	06/02/2014	autopay	South Central Power Co.		Electric for pond pump	-54.15	10,253.08
	Check	06/05/2014	1272	Evergreen Lawn & Landscape		Mowing	-937.20	9,315.88
	Deposit	06/05/2014			Deposit	-SPLIT-	810.00	10,125.88
	Deposit	06/05/2014			Deposit	-SPLIT-	675.00	10,800.88
	Deposit	06/14/2014			Deposit	-SPLIT-	675.00	11,475.88
	Check	06/14/2014	1274	Wagnall's		Room rental	-30.00	11,445.88
	Check	06/14/2014	1275	Susan Nutini		-SPLIT-	-39.20	11,406.68
	Check	06/14/2014	1273	Kaman & Cusimano, LLC	Invoice 19360	Legal fees	-47.50	11,359.18
	Check	06/16/2014			Service Charge	Bank fees	-2.50	11,356.68
	Deposit	06/19/2014			Deposit	-SPLIT-	540.00	11,896.68
	Deposit	06/25/2014			Deposit	-SPLIT-	1,837.50	13,734.18
	Transfer	06/26/2014			Funds Transfer	Paypal	1,700.00	15,434.18
	Transfer	06/26/2014			Funds Transfer	Huntington Savings	-1,700.00	13,734.18
	Check	06/30/2014	autopay	South Central Power Co.		Electric for pond pump	-51.65	13,682.53
	Check	06/30/2014	1276	Evergreen Lawn & Landscape		-SPLIT-	-1,328.90	12,353.63
	Deposit	06/30/2014			Deposit	-SPLIT-	1,165.00	13,518.63
	Deposit	07/03/2014			Deposit	-SPLIT-	945.00	14,463.63
<b>Total Huntington checking</b>							<b>4,156.40</b>	<b>14,463.63</b>
<b>Huntington Savings</b>								<b>11,000.86</b>
	Transfer	06/26/2014			Funds Transfer	Huntington checking	1,700.00	12,700.86
	Deposit	06/30/2014			Interest	Interest	0.56	12,701.42
<b>Total Huntington Savings</b>							<b>1,700.56</b>	<b>12,701.42</b>
<b>Paypal</b>								<b>965.03</b>
	Payment	06/01/2014	921692185T594703R	Myatt		Accounts Receivable	135.00	1,100.03
	Check	06/02/2014		paypal		Bank fees	-2.48	1,097.55
	Deposit	06/02/2014		paypal	Deposit	Misc. fees	2.18	1,099.73
	Payment	06/03/2014	45A605557P9409054	Hornbeck		Accounts Receivable	135.00	1,234.73
	Payment	06/03/2014	12T55971JJ761023E	McKenzie		Accounts Receivable	135.00	1,369.73
	Payment	06/08/2014	paypal	Dinan		Accounts Receivable	135.00	1,504.73
	Payment	06/13/2014	paypal	Reinbold		Accounts Receivable	135.00	1,639.73
	Check	06/14/2014		paypal		Bank fees	-4.94	1,634.79
	Payment	06/16/2014	paypal	Kurucz		Accounts Receivable	160.00	1,794.79
	Payment	06/20/2014	paypal	Weaver		Accounts Receivable	135.00	1,929.79
	Payment	06/26/2014	paypal	Roswell		Accounts Receivable	135.00	2,064.79
	Transfer	06/26/2014			Funds Transfer	Huntington checking	-1,700.00	364.79
<b>Total Paypal</b>							<b>-600.24</b>	<b>364.79</b>
<b>TOTAL</b>							<b>5,256.72</b>	<b>27,529.84</b>

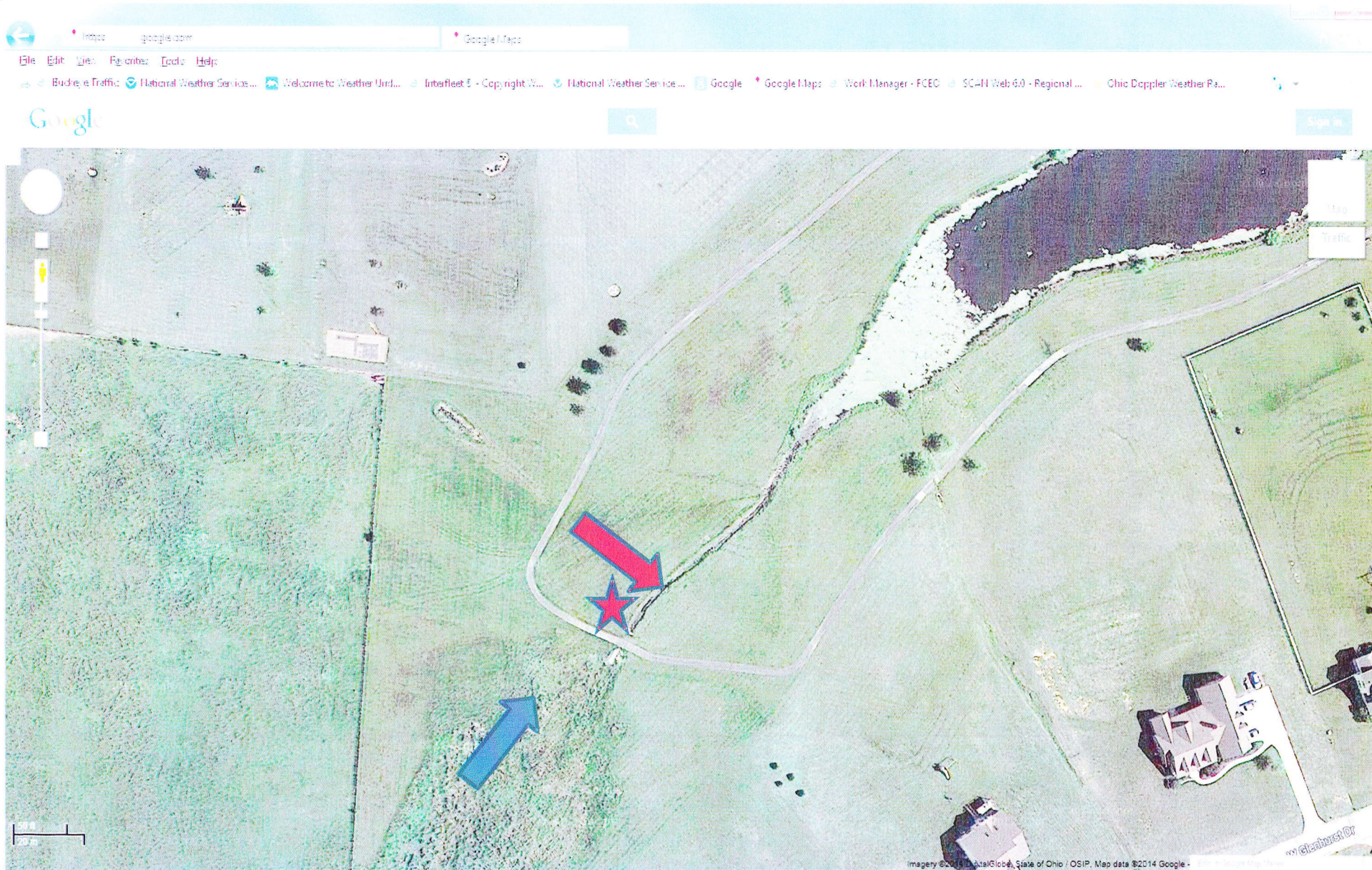


Exhibit 2A



Current flow direction of a clay field tile.



Location of new connection point and change of water flow direction.



Exhibit 2B



Flow direction of a clay field tile.

Location of tile breaks causing a hazard.