

Heather Lake Association Board Meeting
Zoom Meeting
January 10, 2022 - 7:00PM

1. Meeting Called to Order at 7:03PM

- Attendance: Brad Briggs, Carol Scott, Mike Smith
- Minutes from September 13, 2021 Board Meeting were approved via email on September 19, 2021

2. Reports of Officers

- President (Brad Briggs)
 - Welcome to the HOA Board Meeting
 - Open Board positions discussion and expiring terms
 - Potential candidate(s) interest in Parks and Common Grounds Board Position and Common Grounds Oversight Committee
 - HLA Annual Meeting will be March 24, 2022, 6-8PM. The meeting is scheduled to be held at Wagnall's Memorial Library in the Community Building. Depending on COVID-19 safety recommendations at the time, a video conference may also be arranged. Mailing to homeowners announcing the meeting along with fiscal reports and invitations to apply for board positions will be sent by the end of January.
 - Mike requested the quarterly newsletter be completed by January 24 so it can be included with the mailing and save postage. Carol will create newsletter.
- Vice President (Open Position)
- Treasurer (Mike Smith)
 - Mike presented 2022 Budget and Detailed Financial Statements including Profit & Loss Budget vs. Actual 2021
 - 2022 Budget - some moderate increases are expected in 2022 but nothing major.
 - In addition to the budgeted reserves contribution, unspent general budget was moved to reserves per our annual budget motion.
 - Need to build up reserves to fund major expenses related to common grounds including pond and walking path.
 - HOA dues will remain the same for 2022 but will potentially increase in 2023.
 - 2022 Budget motion made by Mike and Carol seconded. Motion passed unanimously.
 - Update on HOA insurance policy including liability insurance.
 - Package for Annual Meeting Mailing will be printed and mailed by Mike.

- Secretary (Carol Scott)
 - Newsletter needs to be to Mike by January 24, 2022
 - Newsletter to include HLA Annual Meeting Announcement and various other reminders and items of interest.

- Parks and Common Grounds Coordinator – (Open Position)
 - No Trespassing signs were purchased and installed at the two entrances to path to deter people who do not live in neighborhood
 - Tall vegetation and woody vines have been removed around lake and drainage area was cleared in wet area relieving drainage issues
 - Trees that were removed from the entrance areas will be replaced in the spring.
 - Carol will manage the Common Grounds Oversight Committee until a Parks and Common Grounds Coordinator is named to the Board.
 - A few volunteers have been added to the Common Grounds Oversight Committee but more are needed to be successful.
 - Potential candidate has expressed interest in serving as this Board position.

- Deed Restrictions Coordinator – (Open Position)
 - Design Review Manual update and Benefits of Heather Lake Homeowners Association Rules tabled until both are complete
 - A review of mailboxes will be made soon to determine if all are in compliance.

- Architectural Review Board -(Susan Nutini - not in attendance)
 - The ARB needs more members on the committee.
 - Carol will follow-up with neighbor who expressed an interest to serve on the ARB

3. 2022 Budget Motion:

1. For the calendar year 2022, I motion to adopt the budget, a copy of which is attached to the minutes. The budget total is \$22,320 (Ordinary Expense \$20,160 + Reserves \$2,160).
2. I further move that the \$22,320 be assessed to all owners of record in two semi-annual amounts of \$155. The first half total amount is due 7/1/2022; the second half total amount is due 1/1/2023.
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, 2022, 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.

Board Actions Since Last Meeting –

- ARB application for garage build on Lot #60 was approved via e-mail on 10/12/2021
- ARB application for garage build on Lot #60 was amended via email to natural rock on the garage door sides matching the height and material on the front of house, with Hardie board siding above the stone and was approved via email on 12/3/2021
- ARB application for garage build on Lot #60 was amended via email to add a window centered on the upper natural stone wall on the street facing side of the garage. This window replaces a vented opening on the previous road facing diagram in earlier DRA application and was approved via email on 12/3/2021
- Board approved expense via text for writing services from Kaman & Cusimano on 12/29/2021



Meeting Adjourned at 8:40PM

Minutes Will Be Approved via e-mail

Next Board Meeting –September 12, 2022 location to be determined