

Heather Lake Homeowners Association Meeting

January 11, 2021 4:00PM – Zoom Meeting

1. Meeting Called to Order at 4:12PM

- Attendance: Brad Briggs, Carol Scott, Mike Smith, Ginny Ware, Robert Ware
- Approval of Minutes from November 9, 2020 meeting: via email 11/23/2020

2. Reports of Officers

- President (Brad Briggs)
 - The Board welcomed Brad to the HOA Board and thanked him for accepting the position.
 - HLA Annual Meeting will be March 18th 6-8P. Plan A will be holding the meeting at Wagnalls Memorial. Plan B will be switching the meeting to video conference. 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 25 so it can be included with the mailing and save postage. Carol will work on the newsletter.
 - Ginny Ware announced she was stepping down from her position as Vice President. Ginny was acknowledged and thanked for her three years of service to the Board. Ginny and Robert indicated they will be staying in the neighborhood and supportive of the HOA.
- Vice President (Ginny Ware)
 - Since Ginny Ware stepped down from her position as Vice President the VP Position is now an Open Position
- Treasurer (Mike Smith)
 - Mike presented summary and detailed financial reports for 2020.
 - Brad asked about Bank Fees on the Profit and Loss Statement. The fees for 2020 were all PayPal service fees. Mike will look at separating out PayPal from Huntington service fees.
 - Reviewed the Heather Lake collection policy for longer term unpaid dues. Kaman & Cusimano continue to serve as the collection agency for late payments per the policy and aging reports we send them.
 - Reviewed 2020 Reserve contributions. In addition to the budgeted contribution, unspent general budget was also moved to reserves per our annual budget motion. We will need to determine if contributions to reserves need to be increased to fund path replacement in five to ten years, based on deterioration from weather and additional sealing and repairs. Current estimate is \$50,000 to recap or replace.

- 2021 Budget Motion Made by Brad and Carol seconded. Motion was carried. (See below for details).
- Secretary (Carol Scott)
 - Discussion regarding what will be included in newsletter.
- Parks and Common Grounds Coordinator (Open)
 - Most of the drainage area was cleared, tilled, and graded in September. Grass is growing well on the East side of the cleared area, but the West side still needs work. The center drainage swale became clogged with dirt and debris from wet conditions and stuck equipment. Robert, Mike and Ron worked to relieve the worst bottlenecks, and water has since been flowing well into the culvert pipes under the path.
 - Additional work will be needed to smooth and re-seed in the Spring before mowing season. Mike will contact Kirkbride for an inspection and determination of additional tasks, and will request a quote. Options of seeking help from residents with proper equipment, or renting was also discussed.
 - Thanks to Nate Mitchell for plowing the lake walking path this Winter. The work was very well done.
 - Areas of the drainage spillway are getting overgrown. This has been a lower priority item in the budget.
- Deed Restrictions Coordinator (Open)
 - Need a coordinator or volunteer to identify and communicate deed restriction violations. May need to contract with a property manager if this position remains unfilled.
- Architectural Review (team)
 - No discussion

3. **Other**

- Discussion regarding Newsletter needed in two weeks Mike will put together package for mailing.
- Thanks to Brad for joining Board.
- Mike will send Brad examples of the March Annual Meeting agenda for a sample.

4. **2021 Budget Motion:**

1. For the calendar year 2021, 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 7/1/2021; the second half total amount is due 1/1/2022.

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, 2021, 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.

Meeting Adjourned at 5:06PM

Minutes will be Approved via e-mail

Next Meeting – March Annual Meeting