

**Meeting Minutes**  
**Hillsboro Cove Homeowners Association Board of Directors**  
**March 7, 2023**

[Note: M/S/C means “moved, seconded, carried”]

Present: Bill Daly, John Solberg, Richard Johnson, Michael Mello, Marjorie Badger, Nick Harris (RPG).

Meeting called to order at 3:32 p.m. at Bill Daly’s home.

**Minutes.** Approval of minutes of February 2023 meeting. **M/S/C**

**Confirmation of Email actions.** No matters approved this month by email. There was a request for a variance for new windows, but they did not meet HC requirements; Nick will follow up with homeowner to be sure he understands he must choose different windows.

**Treasurer’s Report:** John Solberg presented treasurer’s report. Things look positive; there are a couple of minor discrepancies with the financial reports; John and Nick will figure them out. **M/S/C** to receive the report (attached).

**Management Report:** Nick reported that things have been quiet.

**Old business**

**Roof assessment:** One company has done the assessment but no estimate yet; waiting for two additional companies to respond.

**Outstanding HOA fees:** The home with significant outstanding fees has been sold and should close any time; outstanding fees will be paid at time of closing.

**Tree mapping:** Has been completed. John walked around with two arborists from the tree service; they took careful notes on each tree. They have not yet met with us to go over recommendations.

**Greenlight:** They’ve sent out an email indicating they are ready to start providing service. It’s not clear how soon that will actually happen.

**Penalties for rules violations:** The homeowner who has been recalcitrant about following the Rules & Regulations has been notified and is continuing to be problematic. **Agreed**, that Bill will speak to attorney about whether original documents filed with the county are in good order.

**Bylaws revision:** Good progress has been made.

**Nominations process:** We have only one candidate; Nominating Committee was unable to secure any additional nominations, and no volunteers emerged after the mailing.

**Rentals:** Two owners of rented homes still need to return required forms.

**New business:**

**Neighbor 4 Neighbor:** Linda Jones presented proposal from Community Relations Committee for a program entitled Neighbor 4 Neighbor. This would entail keeping a file of those who might like to be included, and then setting up a system where a phone call would be made every day by a volunteer to be sure the neighbor is well. Linda also presented materials from several local agencies that provide services to seniors, to which neighbors in need might be referred. Board appreciates this effort, though for legal reasons we cannot explicitly sponsor or approve such a program.

**Architectural review committee:** For the time being, **Agreed**, the Board will function as the architectural review committee, along with Eric Messerli, until the role and operation of the committee can be clarified.

**Mailbox replacement:** This is an expensive proposition. **Agreed**, that we proceed with replacing problematic mailboxes as necessary. We need to get a more accurate picture before deciding on color.

**Pesticide application:** First application should be in second or third week in April. Opt-out form can be included with newsletter. Homeowners should be notified that all driveway strips will be done.

**Agenda for annual meeting:** Nick will pull together agenda items. Nick will see if we can get auditor at meeting.

**Next regular meeting:** April 4 at 3:30 at Johnsons' (307 Marina View Lane)

Meeting adjourned 5:30 p.m.

Respectfully submitted,

Richard Johnson, secretary

FEB 2023 Monthly Financial Report						
	Actual This Month	Actual YTD	YTD Budget	YTD Actual vs YTD Budget	Annual Budget	
<b>Operating Income</b>	49,409	99,201	96,804	102%	580,821	
<b>Allocation to Reserves</b>	17,798	35,595	35,595	100%	213,572	
<b>Net Operating Income</b>	31,611	63,606	61,208	104%	367,249	
<b>Operating Expenses</b>						
Fixed Contracts	22,390	65,096	47,636	137%	271,798	
General Maintenance	4,387	9,277	11,540	80%	86,640	
Professional Services	2,780	3,036	3,209	95%	8,003	
Miscellaneous	-	177	284	62%	808	
<b>Total Operating Expenses</b>	29,557	77,586	62,669	124%	367,249	
<b>Reserve Expenditures</b>	16,727	22,027				
<b>Total Reserves Available YTD</b>		550,221	This figure is tentative, awaiting EOY Audit.			

**Operating Income:** There were \$3323 in delinquencies, due in part to pending home sales.  
**Operating Expenses:** Normal, no surprises.  
**Reserve Expenditures:** There were two major infrastructure repairs: one for water delivery (\$2450) and rerouting the power delivery to two street lights on Spinnaker (\$12,9332). Other work included replacing a water valve, meter and drain and some interior repairs.

**Fixed Contracts** include RPG, trash removal, landscaping, fertilization, snow removal, and Insurance.  
**General Maintenance** includes maintenance payroll and supplies, non-contract landscaping, extermination & non-Reserve repairs.  
**Professional Services** includes accounting, administrative fees and legal & professional services.  
**Miscellaneous** includes electricity, real estate & federal income taxes.  
**Reserve Expenditures** include repair and replacement of decks, roofs, siding, gutters & downspouts; interior repairs, exterior staining & painting; tree & shrub removal/replacement, tree maintenance; road & asphalt maintenance and water management. (NOTE: The name "Reserves" is also known as "Contract Liabilities" and is associated with a "Major Maintenance Fund" in the accounting world.)

Nomenclature: YTD = "Year To Date"; "Actual" = the actual amount of income or expense.