

Meeting Minutes
Hillsboro Cove Homeowners Association Board of Directors
April 4, 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 3:33 p.m. at Richard Johnson’s home.

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

Confirmation of Email actions:

Variance for 377 Spinnaker, new windows (Approved 3/10/23, pending receipt of documentation by RPG)

Variance for 1024 Hillsboro Cove, window replacement (Approved 3/11/23)

Treasurer’s Report: John Solberg presented treasurer’s report. **M/S/C** to receive the report (attached).

Old business

Roof assessment: Nick reported that we have received the “assessment” of need for roof replacement, but the report wasn’t satisfactory (didn’t really do the job we asked, but just said the roofs should be replaced soon and wanted a contract). John Standing will pursue options.

Tree mapping: Several homeowners have asked for honey locust trees to be removed; they are messy and problematic in several ways. Some of these have already been trimmed but are still problematic. Monster Tree Service has not gotten back with us yet; we can’t make any decisions until we have that project finished because we need to have the full picture of what trees need to be taken out.

Greenlight: Last thing we heard was “we expect to do this within the next two or three weeks.” Still no progress. They have told Nick they hope to be able to proceed this month.

Penalties for rules violations: Bill has gotten response from attorney Chris Pusateri. It is clear the board has authority to makes rules and regulations, but it is still unclear whether all necessary documents (including the bylaws) were filed with the county back in the beginnings of Hillsboro Cove. Suggested plan is that we finish revising bylaws, revise R&R, and go forward from there.

Bylaws revision: Special committee of the whole to complete bylaws: April 14 3 p.m. at Bill’s.

Rentals: Homeowners of all known rentals have now returned the requested information forms.

New business:

Problem with windows: Wrong windows were installed at 1017 Hillsboro Cove; RPG will follow up.

Mailbox replacement: The problematic mailbox on Reef Point will be replaced immediately. Nick will have maintenance survey all of them to see if any others are in poor shape. We will also see if we can get an actual color sample to confirm our choice of sandstone.

Pesticide application: There are fewer than last year (a dozen or so). It will cost about \$1000 for the year for the company to stake the opt-out areas. It would also cost about \$1000 for them to split the application over two days to allow for pet-safe areas. **M/S/C** that we go ahead paying for the opt-out staking; but that we not proceed with two-day application.

Deck staining: Nick will send us a copy of the letter that has been sent before, for review and decision about any changes before it is sent out this year.

Request for temporary storage on easement: We have a request from a homeowner on Glen Ellen to place temporary storage trailer for two or three months on easement. Board declines to allow this because of liability issues.

Agenda for annual meeting: The board reviewed the agenda and discussed items to be presented as part of the board report. We will firm this up over email over the next few days.

Appreciation to Margie: The board expressed its thanks and appreciation to Marjorie Badger for her three years' service. She has generously offered to continue to help in any way possible.

Next regular meeting: May 23, 3:30 p.m. at Mike Mello's.

Meeting adjourned 5:30 p.m.

Respectfully submitted,

Richard Johnson, secretary

MAR 2023 Monthly Financial Report

	Actual This Month	Actual YTD	YTD Budget	YTD Actual vs YTD Budget	Annual Budget
Operating Income	51,595	150,796	145,205	104%	580,821
Allocation to Reserves	17,798	53,393	53,393	100%	213,572
Net Operating Income	33,798	97,403	91,812	106%	367,249
Operating Expenses					
Fixed Contracts	9,859	74,956	71,454	105%	271,798
General Maintenance	7,394	16,671	17,310	96%	86,640
Professional Services	510	3,545	3,688	96%	8,003
Miscellaneous	38	215	314	68%	808
Total Operating Expenses	17,801	95,387	92,767	103%	367,249
Reserve Expenditures	2,085	24,112			
Total Reserves Available YTD		556,777	In accordance with 2022 Audit.		

Operating Income: There were \$45 in delinquencies.

Operating Expenses: Slightly higher Payroll expenses - Maintenance.

Reserve Expenditures: Interior repairs (Painting) and supplies for siding and for water-related infrastructure (Star Rooter).

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.

**Special Meeting Minutes
Hillsboro Cove Homeowners Association
April 14, 2023**

Present: Bill Daly, Debbie Gerlach, Richard Johnson, Mike Mello, John Solberg

The following positions were unanimously elected for the coming year:

President, Bill Day
Vice President, Mike Mello
Secretary, Richard Johnson
Treasurer, John Solberg
Member-at-large, Debbie Gerlach

Meeting dates were set for May and June:

May 16, 3 p.m., “committee of the whole” to work on Rules & Regulations, at Bill Daly’s
May 23, 3:30 p.m., board meeting at Mike Mello’s
June 13, 3:30 p.m., board meeting at John Solberg’s [Note: changed to June 27]

Respectfully submitted,

Richard Johnson, Secretary

**Minutes
Special Meeting Hillsboro Cove HOA Board of Directors
via Zoom Thursday, 20 Apr 2023 7:45 p.m.**

Present: Bill Daly, John Solberg, Richard Johnson, Debbie Gerlach
Absent: Mike Mello

Bill summarized the history of the discussion of paving roads. M/S/C that we approve the road paving and driveway/parking area repair/replacement contracts. Approved unanimously. (Mike had previously indicated he favored approving the contract.)

Meeting adjourned 8:00 p.m.

Respectfully submitted,

Richard Johnson
Secretary