

Minutes

Special Meeting Hillsboro Cove HOA Board of Directors via Zoom Friday 2 June 2023 noon

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

Absent: Mike Mello

311 Marina View: Homeowner is concerned about the way the hole was filled in after work done on water line earlier this year. Neither RPG nor the excavating company believes this will be a problem **M/S/C** that we inform the homeowner that the HOA will not re-excavate for what likely isn't a problem, but we will continue to monitor things and address any issues that may come up in the future.

Variances:

1152 Hillsboro Cove: Planting and continued maintenance by owner of a tree in back of unit **approved**, pending receipt of appropriate insurance documents from contractor who will plant the tree.

1095 Hillsboro Cove: Plantings behind unit **approved**; request to remove mulch and replace with stones **denied** on the grounds that this would not be consistent with the appearance of other units.

Variance procedure: We propose the following process for variances:

- (1) Variance requests are submitted to RPG
- (2) Request forms are distributed by RPG to board
- (3) Board discusses, clarifies with homeowner as necessary, makes a decision, and informally lets homeowner know. Specific responsibility for clarification and notification will rotate (perhaps quarterly) among board members.
- (4) Board lets RPG know of decision.
- (5) RPG keeps documentation and returns form with approval to homeowner.

Meeting adjourned 12:40 p.m.

Respectfully submitted,

Richard Johnson
Secretary

Minutes

Special Meeting Hillsboro Cove HOA Board of Directors Tuesday 6 June 2023 3 p.m. at Bill Daly's

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

Absent: Mike Mello

This special meeting was called to continue review of bylaws and rules/regulations.

Bylaws: Advice from attorney was discussed; it was **agreed** that we should proceed toward a special meeting of the membership to approve proposed changes. Johnson and Solberg will review our proposals one more time, and then we will forward to attorney for his input.

Rules and Regulations: Work began on revising Rules and Regulations. It was observed that the present document actually contains three kinds of material: things that are actual “rules” of the HOA, things that are simply “recommendations” from the board, and things that are simply “practical information.” It should be clear in the revision what is what. It was also agreed that the introduction needs to be redrafted, using kinder and gentler language. And it was agreed that the whole document needs to be arranged in a way that makes it easier to find things.

Homeowner emergency information form: It was **M/S/C** that homeowners be required to have a current “Emergency Information Form” on file with RPG (former called “Homeowner Questionnaire”).

Next meeting to continue work on Rules and Regulations: Monday 26 June at 3 p.m. at Debbie Gerlach's (353 Reef Point)

Next regular board meeting: Tuesday, 27 June at 3:30 p.m. at John Solberg's (1071 Hillsboro Cove)

Respectfully submitted,

Richard Johnson
Secretary

Minutes
Special Meeting Hillsboro Cove HOA Board of Directors
Monday 26 June 2023 3 p.m. at Debbie Gerlach's

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

This special meeting was called to continue review of bylaws and rules/regulations.

Bylaws and Declaration: Johnson has converted Declaration to editable Word document and has nearly completed noting necessary changes; he will distribute to board. It was **agreed** that we should deal with both Bylaw and Declaration amendments in one package.

Rules and Regulations: Work continued on revising Rules and Regulations. We reviewed through page 16 of the current document. The following matters were **agreed**:

- Redo the “do it yourself” waiver of liability and incorporate into variance form
- Call the “opt out” form something other than “variance” so that we can limit the types of variances to two (architectural and landscape)
- Move the notes about how to remove snow and ice from decks and sidewalks elsewhere
- Include a separate section about “when you sell your house” that outlines need to get buyer to agree to any landscape variances, supply buyer with documents, etc. (rather than including these matters in various sections of the Rules and Regulations)

Next meeting on Rules & Regs: Thursday, July 20 at Bill Daly's.

Respectfully submitted,

Richard Johnson
Secretary

Meeting Minutes
Hillsboro Cove Homeowners Association Board of Directors
June 27, 2023

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

Present: Bill Daly, John Solberg, Richard Johnson, Debbie Gerlach, Nick Harris (RPG).
Absent: Mike Mello (on temporary leave)

Meeting called to order at 3:30 p.m. at John Solberg’s home.

Minutes. Approval of minutes of May 23, June 2, and June 6 meetings. **M/S/C**

Confirmation of Email actions:

- Reimbursement to homeowner for damage from sewer backup at 1148 Hillsboro Cove **Approved 6/7/23**
- Gutter cleaning on buildings facing forest **Approved 6/15/23**
- Request by homeowner at 1013 Hillsboro Cove to seal coat driveway at his own expense **Approved 6/24/23**

Variances received and acted upon

- Replace storm door 324 Marina View Lane **Approved 6/15/23**
- Stone patio behind unit 341 Reef Point **Approved 6/15/23 [pending insurance proof]**
- Deck awning 383 Spinnaker **Approved 6/15/23 [pending insurance proof]**
- Replace rear windows 363 Reef Point **Approved 6/16/23**

M/S/C these items be confirmed

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

Management Report: Nothing further

Old business

Roof assessments: Still waiting for report

Tree mapping: Mapping is done, we need a special meeting to make specific decisions about how to proceed with tree removal.

Shrub assessment: Several dead shrubs are being replaced with boxwood. Still pending is a more detailed tour.

Documents: We’re going to hold off on sending to attorney until we can finish Declaration amendments as well.

Hairy bittercress weed: There is no preemergent for it; only solution seems to be an early mowing. We will keep an eye on this next spring.

Aphid issue: Trimline should be inspecting and dealing with this problem; John Solberg will follow up with them.

Work order procedures: Nick distributed document with current work order procedure.

New business

Variance approval process proposal:

- (1) Variance requests are submitted to RPG
- (2) Request forms are distributed by RPG to board
- (3) Board discusses, clarifies with homeowner as necessary, makes a decision, and informally lets homeowner know. Specific responsibility for clarification and notification will rotate (perhaps quarterly) among board members.
- (4) Board lets RPG know of decision.
- (5) RPG keeps documentation and returns form with approval to homeowner.

M/S/C this process be adopted.

Homeowner's emergency information form: We're going to require this form to be completed and updated. We need this information for emergency use.

Insurance: We'll plan to meet with insurance agent to review HOA coverage.

Recycling: Waste Management wants to provide 96-gallon recycling bins. These would be provided at no cost, but each homeowner would have to provide space in garage. This could be problematic for many homeowners. Nick will follow up and see if there is an alternative, but we may not have any choice.

Next regular meeting: July 11, 3:30, and Johnson residence (307 Marina View Ln.)

Meeting for Rules & Regs: July 20, 3:00 at Daley residence

Meeting adjourned 5:10 p.m.

Respectfully submitted,

Richard Johnson, secretary

MAY 2023 Monthly Financial Report

	Actual This Month	Actual YTD	YTD Budget	YTD Actual vs YTD Budget	Annual Budget
Operating Income	48,180	246,671	242,009	102%	580,821
Allocation to Reserves	17,798	88,988	88,988	100%	213,572
Net Operating Income	30,382	157,682	153,020	103%	367,249
Operating Expenses					
Fixed Contracts	30,665	123,730	126,385	98%	271,798
General Maintenance	16,576	40,510	29,000	140%	86,640
Professional Services	735	4,600	4,647	99%	8,003
Miscellaneous	31	281	374	75%	808
Total Operating Expenses	48,007	169,120	160,406	105%	367,249
Reserve Expenditures	20,724	47,466			
Total Cash Reserves Available YTD		569,020			

Operating Income: There were \$960 in delinquencies.
 Operating Expenses: Over budget by \$20,615. Payroll, Landscaping, Snow removal payment.
 Reserve Expenditures: Tree Mapping, new mailbox, siding material and electrical repair.

Fixed Contracts RPG, trash removal, landscaping, fertilization, snow removal, and Insurance.
General Maintenance Maintenance payroll and supplies, non-contract landscaping, extermination & non-Reserve repairs.
Professional Services Accounting, administrative fees and legal & professional services.
Miscellaneous Electricity, real estate & federal income taxes.
Reserve Expenditures 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.