

**Meeting Minutes
Hillsboro Cove Homeowners Association Board of Directors
May 23, 2023**

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

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

Meeting called to order at 3:33 p.m. at Mike Mello’s home.

Minutes. Approval of minutes of April 2023 meetings. **M/S/C**

Confirmation of Email actions:

- Proposal to order new cluster mailbox for Reef Point Circle for \$2,081.16. **Approved 4/17/23**
- Minutes of annual meeting. **Approved 4/20/23**
- Proposal to repair sewer 1148 Hillsboro Cover Circle **Approved 4/27/23**

Variances received and acted upon

- 377 Spinnaker: New windows. **Approved 4/8/23**
- 1055 Hillsboro Cove: Replace garage door. **Approved 4/11/23**
- Pesticide opt-out variances for 1001, 1071, 1076, 1095, 1099, 1103, 1144, 1146, 1156, 1160, 1172, 1192, 1196 Hillsboro Cove; 303, 305, 307, 311 Marina View Lane **Approved 4/16/23**
- 1012 Hillsboro Cove: New storm door. **Approved 5/2/23**
- 1017 Hillsboro Cove: Landscaping behind unit. Homeowner will use a shorter ornamental Japanese maple instead of the one proposed. **Approved 5/5/23**
- 397 Spinnaker: Request to replace shrub by driveway at homeowner expense. **Approved 5/16/23**
- 376 Spinnaker: Replace garage door **Approved 5/20/23**
- 1000 Hillsboro Cove: Replace storm door. **Approved 5/21/23** with proviso that color must be almond rather than white

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

Management Report: We’ve had a good start with paving project. New mailbox unit is in hand and will be installed soon. Things looking good!

New business

Windows at 323 Marina View: Nick will check on paperwork so we can figure out how to proceed. Certainly the outside screens will need to be removed, and a mullion comparable to others be installed.

Sewer at 387 Spinnaker: Work completed.

Variance approval process: Bill's suggestion:

--People fill out variance

--Return paperwork to RPG

--RPG scans and sends to board

--Board follows up on issues like insurance certificate etc. before giving approval

John suggested one person as point person, with a zoom meeting every two weeks for approval.

Mike suggested using a google doc with people checking regularly on their own time. We'll give this some more thought before settling on a new procedure.

Work order procedures: Nick will email us the specific procedures. If someone approaches us, we should refer them to RPG, ask them to be sure they get a work order number, and then step out of it and let RPG deal with it.

Variance for 331 Reef Point: New garage door, M/S/C.

Rental violation: One homeowner was renting their unit to PGA golf tournament appointee, which is in violation of declaration/bylaws regarding short-term rentals. Nick will telephone the owner, point out to them the rules, and ask that it not be done again.

Coordinating services: Need to be careful about coordinating services; we almost had pesticide application scheduled for same day as road work.

Hairy bittercress: There's a weed that is being particularly invasive this year which comes out earlier than our usual pesticide application and mowing. Nick will look into this.

Old business

Roof assessment: Nick hopes to have more information by next month.

Tree mapping: Map is complete, and trees have been rated according to priority. John will prepare a list of those "Priority 1" trees judged to be safety risk for first removal.

Bylaws revision: Waiting to hear from attorney about amendment procedure.

Deck staining: Problem with supply, which has never happened before. Some of the contractors are successfully getting supply from other Sherwin Williams stores.

Greenlight: Still frustrations with them. John will follow up.

Next regular meeting: June 27, 3:30 p.m. at John Solberg's.

Meeting for Rules & Regs: June 6, 3:00 at Bill Daly's

Meeting adjourned 5:07 p.m.

Respectfully submitted,

Richard Johnson, secretary

APR 2023 Monthly Financial Report					
	Actual This Month	Actual YTD	YTD Budget	YTD Actual vs YTD Budget	Annual Budget
Operating Income	47,695	198,491	193,607	103%	580,821
Allocation to Reserves	17,798	71,191	71,191	100%	213,572
Net Operating Income	29,897	127,300	122,416	104%	367,249
Operating Expenses					
Fixed Contracts	18,109	122,196	105,423	116%	271,798
General Maintenance	7,263	16,681	23,080	72%	86,640
Professional Services	320	3,990	4,168	96%	8,003
Miscellaneous	34	215	344	62%	808
Total Operating Expenses	25,727	143,082	133,014	108%	367,249
Reserve Expenditures	2,629	26,741			
Total Cash Reserves Available YTD		571,945	In accordance with 2022 Audit.		

Operating Income: There were \$618 in delinquencies.

Operating Expenses: Slightly higher Payrol expenses- Mainenance

Reserve Expenditures: Snaked sewer line & Deck repair supplies

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 iAccounting, 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.