

**Meeting Minutes
Hillsboro Cove Homeowners Association Board of Directors
July 11, 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 3:32 p.m. at Richard Johnson’s home.

Minutes. Approval of minutes of June 26 and June 27 meetings. **M/S/C**

Confirmation of Email actions:

Matters approved by email

- Authorization for Trimline to do inspection of shrubs and trees for aphids and other pests **Approved 6/30/23**

Variances received and acted upon

- Replace HVAC unit at 1024 Hillsboro Cove Circle **Approved 6/29/23**
- Dumpster for 323 Marina View Ln. during bathroom remodel, to be placed in nearby parking area, approximately 4 days beginning 7/24 **Approved 7/3/23**

M/S/C these items be confirmed

Treasurer’s Report: John Solberg presented treasurer’s report. Big decline in reserves, because of road paving, sewer repair, and other maintenance issues. **M/S/C** to receive the report (attached).

Management Report: Nick will check on possibility of adding a column to work order list indicating when work order was completed.

Old business

Roof assessments: Proposal from Highland Contractors to do detailed roof inspection for \$2400. Matters we need to know: dimensions, roof tear off or roof over, current cost, current condition, recommendations about timeline for replacement. RPG will fashion a letter of agreement to be sure all these things are covered, then we will act on approval. Any roof replacement will need to be clear that skylights are the homeowner’s responsibility.

Tree mapping report: Thursday there will be inspection of “first priority” trees (anyone interested can attend).

Status of windows at 323 Marina View: Agreed, that no further action is necessary.

Shrub inspection: Bill will get this done now that he's home from vacation.

Waste Management: Waste management won't do the smaller cans; Nick is still talking with them to try to find a solution.

New business

Verbal abuse: A Romig worker was verbally abused by a homeowner. Employee does not know who the culprit was. There will be a note in the summer newsletter imploring people to be civil.

Deck at 387 Spinnaker: There's a serious problem with this deck, which has been enlarged from the original construction (some 20 years ago). It is potentially impacting electrical and gas supply. Extended deck is double the square footage. Proposal: that the HOA pay for half of the deck replacement (which is the original size), homeowner responsible for the construction of the extension plus all the electrical and gas work. Homeowner will need building permits from town of Webster (RPG staff recommends that building permits be required for any deck work that involves extensions or enlargement). **M/S/C**

Vent covers: There have been a couple of issues with birds getting into the furnace and fireplace vents. Newer vents are smaller and less prone to this. We may want to replace these as a future project, but for the time being, we'll just keep an eye on it.

Solar lights and decorations in mulch: There have been some complaints; need to do a walk around and see if this is a problem.

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

August board meeting: August 8, 3:30 at Gerlach residence.

Meeting adjourned 4:55 p.m.

Respectfully submitted,

Richard Johnson, secretary

JUN 2023 Monthly Financial Report						
	Actual This Month	Actual YTD	YTD Budget	YTD Actual vs YTD Budget	Annual Budget	
Operating Income	49,913	296,583	290,411	102%	580,821	
Allocation to Reserves	17,798	106,786	106,786	100%	213,572	
Net Operating Income	32,115	189,797	183,624	103%	367,249	
Operating Expenses						
Fixed Contracts	23,336	147,066	147,347	100%	271,798	
General Maintenance	13,839	54,349	40,470	134%	86,640	
Professional Services	865	5,466	5,127	107%	8,003	
Miscellaneous	31	311	404	77%	808	
Total Operating Expenses	38,071	207,191	193,347	107%	367,249	
Reserve Expenditures	156,808	204,273				
Total Cash Reserves Available YTD		430,010				

Operating Income: There were \$340 in delinquencies.
 Operating Expenses: Over budget by \$5,115. High payroll expenses for work orders, Pesticide application, and a final payment for Snow removal.
 Reserve Expenditures: Paving Hillsboro Cove Circle and extensive sewer repairs.

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.

**Special Meeting Hillsboro Cove HOA Board of Directors
Saturday 15 July 2023 4 p.m. at Bill Daly's**

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

This special meeting was called to order at 4 p.m.

Deck at 387 Spinnaker: M/S/C that HOA pay for the new deck construction, but homeowner must pay for the necessary gas and electric work. Reconstruction won't be done until plumbing and electrical problems are corrected.

Work on Sunset Trail: Work on Sunset Trail was begun without our prior approval or knowledge, but in conversation with Bill Howard and the DEC, everything they have done so far is appropriate. In principle we agree with the plan and will work with Bill Howard to be sure that things are done according to our wishes to make the road safe for drivers and walkers. The road will continue to be a single lane, but there will be a walking path adjacent to the road. We will continue to be in consultation with Mr. Howard, the DEC, and our attorney as the work progresses. We also need to meet with Damascus to be sure that they understand where the property lines are. We will also be sure our attorney has copies of all relevant easements and plat maps.

Meeting adjourned at 5 p.m.

Respectfully submitted,

Richard Johnson
Secretary