

**Meeting Minutes
Hillsboro Cove Homeowners Association Board of Directors
August 8, 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 3:35 p.m. at Debbie Gerlach’s home.

Minutes. Approval of minutes of July 11 and July 15 meetings. **M/S/C**

Confirmation of Email actions:

Variances received and acted upon

- Replace HVAC unit at 361 Spinnaker **Approved 8/2/23**, pending insurance documents [received]
- Replace 5 shrubs at 361 Reef Point Circle, at homeowner expense **Approved 8/2/23**

M/S/C these items be confirmed

Treasurer’s Report: John Solberg presented treasurer’s report. Budget is tracking reasonably well; need to make some adjustments to report based on allocation of funds for deck repairs. **M/S/C** to receive the report (attached).

Management Report: Everything has been quiet. One issue with birds at 310 Marina View. Owner called pest removal, at cost of \$243. **M/S/C** that HOA reimburse homeowner for 50% of the cost.

Old business

Roof assessments: Still waiting; need to get going on this prior to work on budget.

Tree mapping report: Some trimming has been done. Need to determine what trees are dangerous and should be removed, what trees need to be structurally trimmed by arborist, and what trees can be simply trimmed by Romig. Priority for removal is trees that are dangerous. Our goal is to have a multi-year plan; this plan needs to be explained and interpreted clearly to homeowners.

Shrub inspection: Still in process; there are a number of dead shrubs that need to be replaced.

Sunset Trail: Work is progressing; still some unclarity about who owns the top section.

Greenlight: They still say “we’re coming”—but when? We’re not the only association having frustration with them.

Waste management: They won’t compromise on size of cans; Nick has said we can’t accommodate 90 gallons. There aren’t many good options for service alternative. Nick will continue to push back on Waste Management, but outlook isn’t too good.

New business

Garbage dumps on Sunset Trail and Glen Edythe: The garbage (carpet) on Sunset Trail has been removed by Bill Howard; not sure about Glen Edythe. Nick reports this is happening at other associations as well.

Insect issue at 398 Spinnaker: Agreed, homeowner be advised she can call Terminex, but at her own expense.

Earthquake rider: Nick will double check whether individual homeowners need earthquake rider.

Electric cars: Possible danger of electric cars in garages; Nick will investigate with insurance. Need to get ahead of this issue.

Grill in garage: Bill saw a homeowner grilling inside garage. This is dangerous, but fire department will not enforce this; we may need to write a rule about this. Nick will check with insurance about possible language.

Meeting for Rules & Regs: Monday, Aug. 21, 3:00 at Solberg residence.

September board meeting: Thursday, Sept. 7, 3:30 at Daley residence.

Meeting adjourned 5:09 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.

Minutes

Special Meeting Hillsboro Cove HOA Board of Directors Monday 21 Aug 2023 3 p.m. at John Solberg'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.

Trees: John reported that he has been working for many hours on the tree situation. Making decisions about tree maintenance is more than we can tackle as board members. **M/S/C** that we explore a process for systematic removal and pruning of trees at a set rate over the next few years. **Agreed**, John will write a proposal, after consultation with Monster Tree, for establishing a contract with them or some other arborist company to systematically address these issues.

Dick will rewrite first paragraph on penalties. Bill will write paragraphs on windows and sliding glass doors.

We got as far as rules about decorations.

Next meeting on Rules & Regs: Monday, Sept. 25 at 307 Marina View Lane.

Respectfully submitted,

Richard Johnson
Secretary