

**Meeting Minutes
Hillsboro Cove Homeowners Association Board of Directors
September 7, 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) [Solberg and Johnson on Zoom]

Meeting called to order at 3:38 p.m. at Bill Daly’s home and on Zoom.

Minutes. Approval of minutes of August 8 and 21 meetings. **M/S/C**

Confirmation of Email actions:

Matters approved by email

- Request by three homeowners to proceed with garage sales on date that community sale was scheduled and canceled; they will do their own publicity, etc. **Approved, 8/28/23**
- Treatment of linden trees for wasps behind 1079 Hillsboro Cove and 300 Marina View by Monster Tree for \$448.20. **Approved, 8/29/23**

Variations received and acted upon

- 1071 Hillsboro Cove, landscaping variance to do some plantings behind unit. **Approved, 8/15/23**
- 1111 Hillsboro Circle, architectural variance request for dumpster for no longer than a week for house cleanout. **Approved, 8/17/23**
- 397 Spinnaker Lane, architectural variance request for new garage door of correct style and color. **Approved, pending receipt of insurance documentation, 8/28/23**
- 397 Spinnaker Lane, variance for brick edging around bush, **Approved, 9/5/23**

M/S/C these items be confirmed

Treasurer’s Report: John Solberg presented financial report on the picnic (attached); \$204.13 profit; John suggests funds go to RPG to be available for community relations committee throughout the year. **M/S/C**

John presented August treasurer’s report. Reserve expenditures this year very high because of street paving and deck rebuilding. Reserve fund will increase (presumably) through the rest of the year, but will not get back to where it was to start the year. **M/S/C** to receive the report (attached).

Management Report: Nothing out of ordinary the past month.

Old business

Roof assessments: Proposal for \$2,400 for inspection and aerial photos of each building; we'll ask the Highland Contractors to prioritize each building in order. **M/S/C**

Tree work report: John reported on progress. Lists have been made of trees that just require pruning by Romig, trees that need arborist attention, and trees that need removal. List has been prioritized. Some fifty trees are high priority. It has become clear that regular tree maintenance has not been done in the development, probably ever. John suggests setting up a three-year contract with an arborist company so that we can plan for regular maintenance; Jason at Monster Tree agrees that this is reasonable. John has been very pleased with Jason's work and would recommend that we contract with Monster Trees to take on this responsibility. John proposed that we work with Jason to get a bid both on the immediate work to be done, as well as on a three-year contract. Nick suggested that we get a couple more bids, just for comparative purposes, perhaps dividing the task into two parts, first to remove the trees we know need to come down first, and second, to do the structural pruning. **M/S/C** that we ask Nick to proceed with getting bids for these two tasks (removal and structural pruning). Thanks to John for the tremendous work he has done on this.

Sunset Trail: Work was going well, but recent rainstorm caused some problems. Still pending.

Shrub inspection: Still in process; Bill and Tom Badger are working on it. Several shrubs have been replaced already.

Greenlight: They are finally beginning work, but they haven't been very forthcoming about the process. Work began without anybody notifying the board. They've given us no idea about schedule.

Variance requests 1188 Hillsboro Cove and 1001 Hillsboro Cove: Bill has a new variance requests from homeowners to replace existing shrub with hydrangeas. Homeowners will purchase plants and plant them themselves. **M/S/C** variances be approved.

New business

Replacement of steps at 351 Reef Point: Suggestion made that hazardous steps be removed, but not replaced; slope is gentle, and could be seeded with grass, without having to remove the tree whose roots have damaged the steps. **M/S/C**

Bird removal at 310 Marina View: **M/S/C** that HOA pay half the cost for removal of the birds.

1044 Hillsboro Cove: There is a satellite dish from a previous owner; she'd like it removed and wonders who is responsible for it. Nick reported that RPG can remove, but homeowner will have to pay for it.

Wasp problem: The problematic linden trees have been treated; one of the homeowners nearby is unhappy about the aphid residue on deck. **Agreed**, this is homeowner's responsibility.

October board meeting: Thursday, Oct. 5, 3:30 p.m. at John's.

Meeting adjourned 4:59 p.m.

Respectfully submitted,

Richard Johnson, secretary

| AUG 2023 Monthly Financial Report | | | | | | |
|--|--------------------------|-------------------|-------------------|---------------------------------|----------------------|--|
| | Actual This Month | Actual YTD | YTD Budget | YTD Actual vs YTD Budget | Annual Budget | |
| Operating Income | 48,985 | 395,066 | 387,214 | 102% | 580,821 | |
| Allocation to Reserves | 17,798 | 142,381 | 142,381 | 100% | 213,572 | |
| Net Operating Income | 31,187 | 252,684 | 244,833 | 103% | 367,249 | |
| Operating Expenses | | | | | | |
| Fixed Contracts | 21,817 | 190,768 | 177,956 | 107% | 271,798 | |
| General Maintenance | (7,428) | 63,026 | 63,410 | 99% | 86,640 | |
| Professional Services | 358 | 5,909 | 6,085 | 97% | 8,003 | |
| Miscellaneous | 61 | 402 | 464 | 87% | 808 | |
| Total Operating Expenses | 14,809 | 260,105 | 247,916 | 105% | 367,249 | |
| Reserve Expenditures | 42,595 | 259,760 | | | | |
| Total Cash Reserves Available YTD | | 410,119 | | | | |

Operating Income: No delinquencies
 Operating Expenses: Under budget by \$12,433. Expenses for rebuilding decks that had been charged as payroll in previous months was reallocated to Reserve expenditures.
 Reserve Expenses: Water leak repairs, current deck rebuilds plus \$13,463 for past rebuilds decks. (The \$13,463 was transferred from Operating payroll expenses to Reserves.)

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.

