

**Meeting Minutes
Hillsboro Cove Homeowners Association Board of Directors
October 5, 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 3:34 p.m. at John Solberg’s home

Minutes. Approval of minutes of September 7 meeting. **M/S/C**

Confirmation of Email actions:

Matters approved by email

- 1048 Hillsboro Cove, moving sale Oct. 6/7 **Approved 9/11/23**

Variances received and acted upon

- 1172 Hillsboro Cove, new skylights **Approved, 9/18/23**
- 1032 Hillsboro Cove, deck stair relocation, **Approved, 9/26/23**
[This one probably not going to be done]

M/S/C these items be confirmed

Treasurer’s Report: John presented September treasurer’s report. Things looking good; more spent from reserves this year than anticipated, largely because of street paving and deck repair/replacement. **M/S/C** to receive the report (attached). **M/S/C**

Management Report: Things relatively quiet. Greenlight is finally at work in Hillsboro Cove, after months of excuses. There are about 20 units that have not sent in evidence of deck washing/staining; RPG will be following up. Agreed, that owner needs to be responsible for maintenance.

Old business

341 Reef Point Retaining Wall: Request for variance for retaining wall. This will shore up the hillside to make for safer access for gardening. The board has concerns about safety and thinks perhaps a fence might need to be added to the outside of the “garden area.” **Agreed**, that we need further conversation with homeowner before approving the proposal.

Tree work report: Nick has not yet been able to get bids.

Shrub inspection: All shrubs identified as problematic have been replace.

Greenlight: Progress is finally being made. Entire infrastructure needs to be finished before individual homeowners can be connected; it is hoped that these individual connections will be able to start by the end of the year.

New business

Storm drain cleaning: Proposal for cleaning storm drains. Normally this should be done about every three years, and we are overdue. Bid from Star Rooter is for \$100 per drain; there are 41 drains, and they will not charge for any drains that don't need to be done. Motion to accept bid and get it done. **M/S/C**

2024 Budget proposal: Nick presented his proposal for 2024, which projects a \$20/unit monthly increase. Motion to approve proposal, including \$20 increase in monthly fees. **M/S/C**

Variance category: Johnson will work on a miscellaneous variance form for matters like dumpsters, estate sales, etc.

Newsletter: Remind about speed limit; recycling; holiday decorations.

Speeding at corner of Bay and Glen Edith: One resident has contacted traffic authorities about this problem. She will follow up.

Sunset Trail: There were some erosion issues, especially impacting the walking trail. Bill Howard is still working on this.

November board meeting: Tuesday, Nov. 7, at Debbie's, 353 Reef Point, 9:00 a.m.

Meeting adjourned 5:00 p.m.

Respectfully submitted,

Richard Johnson, secretary

SEP 2023 Monthly Financial Report						
	Actual This Month	Actual YTD	YTD Budget	YTD Actual vs YTD Budget	Annual Budget	
Operating Income	49,161	444,227	435,616	102%	580,821	
Allocation to Reserves	17,798	160,179	160,179	100%	213,572	
Net Operating Income	31,364	284,048	275,437	103%	367,249	
Operating Expenses						
Fixed Contracts	22,944	213,712	206,798	103%	271,798	
General Maintenance	4,772	67,798	69,330	98%	86,640	
Professional Services	593	6,502	6,565	99%	8,003	
Miscellaneous	142	544	718	76%	808	
Total Operating Expenses	28,451	288,556	283,411	102%	367,249	
Reserve Expenditures	15,030	274,790				
Total Cash Reserves Available YTD		412,887				

Operating Income: There were \$360 in delinquencies.

Operating Expenses: Under budget by \$7045 for this month.

Reserve Expenditures: Deck reconstruction.

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.

Minutes

Special Meeting Hillsboro Cove HOA Board of Directors Friday October 6, 2023, 3 p.m. at Richard Johnson'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.

Revised paragraphs on penalties tweaked a bit more and approved.

Language about gazebos and pergolas updated.

Revised language about decorations and satellite dish/antennas.

Clarified language about deck maintenance.

We got as far as Garbage and Refuse Removal.

Next meeting on Rules & Regs: Thursday 26 Oct. 2023 at Bill Daly's, 3 p.m.

Respectfully submitted,

Richard Johnson
Secretary

**Minutes
Special Meeting Hillsboro Cove HOA Board of Directors
Thursday October 26, 2023, 9 a.m. at Bill Daly's**

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

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

Revised language about garbage removal.

Revised language about parking restrictions.

Revised language about pets; need to check with Nick about some aspects of pet restrictions (with regard to what other HOA's do).

Minor revisions in language about landscaping.

We got up to section on Signs.

Next meeting on Rules & Regs: Wednesday Nov. 15, 2023 at Johnsons' house, 9:30 a.m.

Respectfully submitted,

Richard Johnson
Secretary