

**Meeting Minutes**  
**Hillsboro Cove Homeowners Association Board of Directors**  
**November 7, 2023**

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

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

Meeting called to order at 9:04 a.m. at Deb Gerlach’s home.

**Minutes.** Approval of minutes of October 5 meeting. **M/S/C**

**Confirmation of Email actions:**

**Variances received and acted upon by email:**

- 361 Reef Point, new garage door **Approved, 10/7/23**
- 1144 Hillsboro Cove, installation of octagonal garage window. **Approved, 10/16/23**
- 1192 Hillsboro Cove, replace skylights. **Approved, 10/17/23**
- 385 Spinnaker Lane, install retractable awning. **Approved, 10/26/23**

M/S/C these items be confirmed

**Treasurer’s Report:** John presented draft of October treasurer’s report. Still over budget for the year, due to some unexpected maintenance expenses. **M/S/C** to receive the report (attached).

**Management Report:** A homeowner has complained about rabbits under his deck. Nick will follow up. Nick renewed our membership in Community Associations. We had a lengthy discussion about the increasing costs being charged by various contractors.

**Old business**

**Roof inspection report:** Nearly ready; should have figures by the end of the month.

**Tree work report:** Monster Trees has given a bid of \$15,000 to remove the priority one removal trees (14 trees) with stump grinding. **M/S/C** bid be accepted. Next step is to bid the clearance pruning list.

**Greenlight:** RPG had to do some gas line sensor repair, which held things up for a few days, but now Greenlight is about ready to start running lines to houses.

**Storm drain cleaning:** Scheduled for this coming Friday.

**Notification of next year’s HOA fees:** Normally goes out first week in December, but RPG will get this out a bit sooner this year.

**Miscellaneous variance request form:** We'll do a stand-alone guideline sheet for estate/moving sales. We'll add to form a category for real estate open houses. **Agreed**, this variance form should be sent to RPG.

**Retaining wall Reef Point Circle:** Homeowner has agreed that if a fence is needed, he will pay for it.

### **New business**

**Grove of evergreens between Spinnaker and Marina View:** This grove was planted without variances, and they are therefore the property of the association. Those trees have been assessed and most of them are in poor shape. Nick will ask Monster Trees to assess so we can decide which, if any, to remove.

**Nominating committee:** Debbie will serve from the board; we discussed a couple of other possible members, and Debbie will follow up.

**Annual meeting:** Set for April 9, 2024. Nick will look into buying or renting a p.a. system for use at annual meeting.

**Rental units:** Bill reported on a conversation with a friend who has a townhouse where the requirement is that the owner of a unit must live in unit for 18 months before renting. Nick replied that would need to be run by attorney because there are state laws involved here. Sense of the board is that rentals are not a problem at this point.

**1044 Hillsboro Cove:** Mike reports he's heard about a rodent problem there, which the owner believes is related to the work on 1048. RPG will check for points of entry.

**December board meeting: December 5, 9 a.m.,** at Johnson home, 307 Marina View.

Meeting adjourned 10:43 a.m.

Respectfully submitted,

Richard Johnson, secretary

OCT 2023 Monthly Financial Report					
	Actual This Month	Actual YTD	YTD Budget	YTD Actual vs YTD Budget	Annual Budget
<b>Operating Income</b>	47,712	491,939	484,018	102%	580,821
<b>Allocation to Reserves</b>	17,798	177,977	177,977	100%	213,572
<b>Net Operating Income</b>	29,915	313,963	306,041	103%	367,249
<b>Operating Expenses</b>					
Fixed Contracts	21,188	234,900	226,368	104%	271,798
General Maintenance	15,264	83,062	75,100	111%	86,640
Professional Services	198	6,699	7,044	95%	8,003
Miscellaneous	-	544	748	73%	808
<b>Total Operating Expenses</b>	36,650	325,206	309,260	105%	367,249
<b>Reserve Expenditures</b>	23,514	298,304			
<b>Total Cash Reserves Available YTD</b>		407,170			
<p>Operating Income: There were \$1900 in delinquencies.</p> <p>Operating Expenses: Over budget by \$5070. Includes expenses for rebuilding decks that will be allocated to Reserve expenses in November or December '23.</p> <p>Reserve Expenditures: \$23,514 in Deck reconstruction - labor and supplies.</p>					
<p><b>Fixed Contracts</b> RPG, trash removal, landscaping, fertilization, snow removal, and Insurance.</p> <p><b>General Maintenance</b> Maintenance payroll and supplies, non-contract landscaping, extermination &amp; non-Reserve repairs.</p> <p><b>Professional Services</b> iAccounting, administrative fees and legal &amp; professional services.</p> <p><b>Miscellaneous</b> Electricity, real estate &amp; federal income taxes.</p> <p><b>Reserve Expenditures</b> Repair and replacement of decks, roofs, siding, gutters &amp; downspouts; interior repairs, exterior staining &amp; painting; tree &amp; shrub removal/replacement, tree maintenance; road &amp; 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.)</p> <p>Nomenclature: YTD = "Year To Date"; "Actual" = the actual amount of income or expense.</p>					

## Minutes

### Special Meeting Hillsboro Cove HOA Board of Directors Wednesday, November 15, 2023, 9 a.m. at Dick 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 language about signs, leasing, sliding doors and windows, and the miscellaneous provisions section, completing the document except for the specs section.

Dick will work on reordering the document in a more logical way and bring suggestions to next board meeting.

Respectfully submitted,

Richard Johnson  
Secretary