

**Meeting Minutes**  
**Hillsboro Cove Homeowners Association Board of Directors**  
**May 7, 2024**

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

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

Meeting called to order at 9:01 a.m. at Mike Mello’s home.

**Minutes.** Approval of minutes of April 2, 2024, board meeting and annual meeting **M/S/C**

**Confirmation of Email actions:**

- 1024 Hillsboro Cove, install Blink smart doorbell and floodlight **Approved, 4/15/24**
- 1017 Hillsboro Cove, new fireplace venting **Approved, 4/4/24**
- 1128 Hillsboro Cove, replace awning **Approved, 4/11/24**
- 1132 Hillsboro Cove, estate sale 5/4. **Approved, 10/16/23**
- 1076 Hillsboro Cove, dumpster for floor installation 4/29-5/1 (approx..) **Approved, 4/23/24**
- Pesticide opt-out forms for 13 homes: 1192, 1103, 1160, 1095, 1001, 1152, 1154, 1071, 1144 Hillsboro Cove, and 303, 305, 307, and 311 Marina View **Approved, 4/18/24**
- 361 Reef Point, homeowner to purchase and plant new boxwoods **Approved 4/25/24**
- 395 Spinnaker, porch rail installation, **Approved 5/6/24**

**Other matters approved by email:**

- Bid from Romig for additional pruning and soil repair at 1048 Hillsboro Cove **Approved 4/30/24**

M/S/C these actions be confirmed.

**Treasurer’s Report:** Treasurer’s report for April received with appreciation. **M/S/C**

**Management Report:** Everything quiet. Nick had to deal with one homeowner who was disrespectful to Romig’s crew.

**Old business**

**Board officers:** M/S/C that the following officers be appointed: President, Bil; Vice-President, Debbie Gerlach; Secretary, Richard Johnson; Treasurer, John Solberg; At-large, Mike Mello.

**Annual Meeting:** Went well; need to tweak P/A system a bit and be sure that a crew to set up chairs ahead is in place. Thanks to Ann Delehant, Marcia Daly, Linda Jones for their “behind the scenes” help.

**Volunteers for committees:** Discussion postponed to next meeting after review of some materials provided by Johnson regarding job descriptions.

**Opt-out process:** Louise Paulsen and Debbie Gerlach will take over the mechanics of the pesticide opt-out procedure. John noted that there is an organic treatment that is the preferred treatment for boxwoods; he will look into this further.

**Property boundary/easement:** Bill presented proposals from Bill Howard regarding the property at the bottom of Sunset for which the homeowners below have an easement. There was extensive discussion; it was agreed that if we were to proceed the proposal, we would require the homeowners on Sunset Trail to maintain drains and assume all liability for future water issues. We need Howard to present a specific proposal before we can make any recommendations to homeowners. Bill Daly will follow up with him.

**Greenlight:** Still some issues with repairing lawn damage from installations. Nick will follow up.

### **New business**

**Deck problem at 1079 Hillsboro Cove:** Homeowner met with board to discuss problem with deck.

**June board meeting: Tuesday June 4, 9 a.m. at Daly residence.**

Meeting adjourned, 11:10 a.m.

Respectfully submitted,

Richard Johnson, secretary

APR		2024 Monthly Financial Report				
		Actual This Month	Actual YTD	YTD Budget	YTD Actual vs YTD Budget	Annual Budget
<b>Operating Income</b>		52,602	209,660	208,430	101%	625,289
<b>Allocation to Reserves</b>		17,944	72,685	72,685	100%	216,237
<b>Net Operating Income</b>		34,658	136,975	135,745	101%	409,052
<b>Operating Expenses</b>						
	Fixed Contra	19,006	105,728	109,803	96%	282,683
	General Ma	13,848	33,970	28,994	117%	105,582
	Professional	1,002	4,851	4,528	107%	8,483
	Miscellaneous	384	646	4,507	14%	12,304
<b>Total Operating Expense</b>		34,240	145,195	147,832	98%	409,052
<b>Reserve Expenditures</b>		-	46,230			
<b>Total Cash Reserves Available YTD</b>			448,364			

Operating Income: Along with \$51,630 in monthly assessments, our investment Income contributed an additional \$972. There were \$1295 in delinquencies.

Operating Expenses were less than budgetted even as payroll expenses were about \$7000 over budget. The higher Professional Services expenditures were from the printing and assembly of our new Rules and Regulations booklet, now distributed to every homeowner.

There were no Reserve Expenditures this month.

**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.)

