

**Meeting Minutes
Hillsboro Cove Homeowners Association Board of Directors
July 12, 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 9:02 a.m. at Johnson home.

Minutes. Approval of minutes of June 4, 2024. **M/S/C**

Confirmation of matters approved by email:

Variances received and acted upon by email:

- 353 Reef Point, new windows **Approved 6/27/24**
- 1168 Hillsboro Cove, replace windows. **Approved 6/27/24**
- 1064 Hillsboro Cove, exhaust vent for new HVAC. **Approved 7/10/24**

Other matters approved by email:

- Repair of streetlights on Spinnaker, Pole 4-5-6 by O’Connell Electric **Approved 6/24/24**
- Removal of tree behind 333 Reef Point by Monster Tree **Approved 6/18/24**

M/S/C these actions be confirmed.

Treasurer’s Report: May and June treasurer reports **M/S/C** the reports (attached) be received.

Management Report: We have a new Waste Management account rep; new contract signed with 3-year locked in rate with annual 8% increase.

Old business

Letter regarding external wall decorations: No apparent response by violators. We’ll look for violations on walking tour.

Bill Howard proposal: Conversation going on between lawyers; no progress yet.

Speeding violations: No response yet from reading.

Standing water concerns: There are several places in the neighborhood where this is an issue after heavy rain, but everything that can be done to mitigate has been done.

New business

Policy on homeowner replacement/installation of shrubs: Agreed: (1) When shrubs are dead or diseased, HOA will replace with boxwood, azalea, rhododendron, or hydrangea. Homeowner will be asked for their preference, with a short deadline for replying. (2) A homeowner who wants a healthy shrub replaced must pay Romig to do the work; any replacement requires an approved variance, and it must be one of the four approved plants. (3) If a shrub is replaced and dies because of homeowner's lack of care, a new replacement will be at the cost of homeowner.

Ash borer problem: Need to get advice and quote from Monster Tree for dealing with this problem. Nick will get list of problematic trees from Trimline.

Downed trees and branches: Bill will contact Monster tree to try to negotiate an acceptable price for dealing with these problems.

Decorations on driveways: Rules allow "flowerpots and small decorative objects on front stoops and on decks"—not on driveways or sidewalks.

Storm water management: We'll send copy of email regarding this to Nick for review, then revisit.

Seal coating: Section of road paved last year needs to be seal coated; needs to be scheduled so proper notice can be given.

August board meeting: Tuesday, August 13, 9 a.m. at Daly residence.

Meeting adjourned, 10:40 a.m.

Respectfully submitted,

Richard Johnson, Secretary

MAY 2024 Monthly Financial Report

	Actual This Month	Actual YTD	YTD Budget	YTD Actual vs YTD Budget	Annual Budget
Operating Income	53,619	263,288	260,537	101%	625,289
Allocation to Reserves	17,944	108,573	90,629	100%	216,237
Net Operating Income	35,675	154,715	169,908	91%	409,052
Operating Expenses					
Fixed Contracts	36,896	142,624	131,386	109%	282,683
General Maintenance	14,497	47,768	36,393	131%	105,582
Professional Services	486	5,336	5,022	106%	8,483
Miscellaneous	-	646	5,454	12%	12,304
Total Operating Expenses	51,879	196,374	178,254	110%	409,052
Reserve Expenditures	-	46,231			
Total Cash Reserves Available YTD		466,307			

Operating Income: Included \$52,620 from both May and overdue assessments and \$999 in investment income. There were \$355 in delinquencies.
 Operating expenses were over budget by nearly \$10,000 due to non-reserve maintenance payroll and materials. There were also higher expenses for pesticide treatments this month.
 There were no Reserve Expenditures in May.

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.

JUN 2024 Monthly Financial Report

	Actual This Month	Actual YTD	YTD Budget	YTD Actual vs YTD Budget	Annual Budget
Operating Income	50,712	314,000	312,645	100%	625,289
Allocation to Reserves	17,944	108,573	108,573	100%	216,237
Net Operating Income	32,768	205,427	204,072	101%	409,052
Operating Expenses					
Fixed Contracts	11,370	153,994	152,969	101%	282,683
General Maintenance	9,741	57,508	49,341	117%	105,582
Professional Services	447	5,784	5,517	105%	8,483
Miscellaneous	334	980	6,400	15%	12,304
Total Operating Expenses	21,892	218,266	214,227	102%	409,052
Reserve Expenditures	-	46,231			
Total Cash Reserves Available YTD		484,251			

Operating Income: Monthly assessments were \$49,710, investment income \$992, and Miscellaneous income, \$10. There were \$1,770 in delinquencies.
 Operating Expenses were low, \$14,081 less than the budget figure, largely balancing out the over-budget expenditures of the past 2 months.
 There were no Reserve Expenditures in June.

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.
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