

Meeting Minutes
Hillsboro Cove Homeowners Association Board of Directors
August 13, 2024

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

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

Meeting called to order at 9:04 a.m. at Daly home.

Minutes. Approval of minutes of July 12, 2024. **M/S/C**

Confirmation of matters approved by email:

Variances received and acted upon by email:

- 395 Spinnaker Lane, install porch handrail **Approved 7/15/24**
- 1076 Hillsboro Cove, replace shrub with hydrangea at homeowner expense **Approved 7/16/24**
- 381 Spinnaker Lane, install gate on deck **Approved 7/18/24**
- 1160 Hillsboro Cove, expand deck at homeowner’s expense **Approved 8/12/24**
- 382 Spinnaker Lane, install gate on deck **Approved 8/9/24**

Other matters approved by email:

- Remove/replace bush by deck at 1000 Hillsboro Cove **Approved 8/2/24**
M/S/C these actions be confirmed.

Deck policy: It is the policy of the Board that when a variance for an addition to a deck is approved by the Board and performed by the Board’s approved vender, the addition will be treated as if it were part of the original deck construction, i.e. the owner becomes responsible for washing and staining but the HOA takes responsibility for other maintenance and repair, and a future owner does not have to agree to the variance.

Treasurer’s Report: July treasurer report **M/S/C** the report (attached) be received. **Agreed**, to pay bill for chimney chases from reserves as a long-term maintenance matter.

Management Report: No issues or complaints. Nick reported that their office gets phone calls regularly from realtors asking if there are any units for sale because the property looks so good. Also reported that crab grass is an exceptionally big problem in all their properties this year.

Old business

Decorations: We’ll send another letter, email, and/or newsletter article noting that we have seen 45 violations (not including Spinnaker), review what the violations are, and ask for compliance.

Seal coating: RPG will schedule and notify.

Bill Howard proposal: Lawyers continue working on drafting easement document; should be ready for approval soon.

Speeding violations: No response yet regarding speed checking. Need yet another communication regrading speeding and stop signs.

Ash borer: Still need to get list from Trimline so we can consult Monster Tree.

Storm water: Agreed, no reason to clean drains every year; Declaration calls for an annual inspection, which is adequate.

New business

Replacement/installation of shrubs: Our inspection, not yet complete, has found more than 100 shrubs that should be removed/replaced. Add Goldfinger to list of approved shrubs. First priority should be dead shrubs; second should be missing shrubs; last priority should be those that are scraggly but living. We'll put list into priorities, then move ahead. Hopefully we can replace all dead shrubs this fall. Strategy:

- (1) Finish inspecting Spinnaker
- (2) Prioritize list
- (3) Get bid on Priority 1
- (4) Notify homeowners, giving choices with deadline for response
- (5) Inform whole community of process, with note that other shrubs can be replaced at homeowner expense.

Flag at entry: RPG will inspect and correct the problem of how it is hanging.

Street sign on Marina View: RPG will fix bent street sign.

Gutter cleaning: Usually try to do it in November, but some areas are more problematic. Few companies that want to do this work. We should do a cost analysis between increased cleanings and installing leaf guards. Nick will get bids on this.

Flowers in front: Big thank you again to Elaine, Ellie, Frank.

Geese: The geese have reappeared. If they continue, we'll call out the Geesebusters.

September board meeting: Tuesday, September 10, 9 a.m. at Gerlach residence 353 Reef Point. [Note: later changed to Monday, September 26, 2:30 p.m. at Johnson residence, 307 Marina View Lane.

Meeting adjourned, 10:58 a.m.

Respectfully submitted,

Richard Johnson, Secretary

JUL 2024 Monthly Financial Report					
	Actual This Month	Actual YTD	YTD Budget	YTD Actual vs YTD Budget	Annual Budget
Operating Income	54,221	368,543	364,752	101%	625,289
Allocation to Reserves	17,944	126,517	126,517	100%	216,237
Net Operating Income	36,277	242,026	238,235	102%	409,052
Operating Expenses					
Fixed Contracts	18,690	172,684	168,852	102%	282,683
General Maintenance	17,551	75,060	62,290	121%	105,582
Professional Services	473	6,257	6,011	104%	8,483
Miscellaneous	62	1,042	7,347	14%	12,304
Total Operating Expenses	36,776	255,042	244,500	104%	409,052
Reserve Expenditures	154,981	201,213			
Total Cash Reserves Available YTD		347,214			

Operating Income: \$54,221 including \$911 in investment income. Delinquencies were only \$285. Operating Expenses were \$36,776, mostly from payroll expenses for maintenance. Reserve Expenses were high, primarily for road repaving and sealing and electrical/lighting repairs on Hillsboro Cove Circle. Expenses amounted to \$154,981. Our accumulated Reserve Funds (cash available) decreased to \$347,214.

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 Major repair and/or replacement of decks, roofs, siding, gutters & downspouts; interior repairs, exterior staining & painting; tree & shrub removal/replacement, tree maintenance; road & asphalt maintenance and maintenance of water & electrical infrastructures. (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.