

HERITAGE VILLAGE MASTER COMMUNITY ASSOCIATION

Board of Directors Meeting

Date: January 9, 2019

Place: Heritage Village Clubhouse Time: 7:00 P.M.

Approved

Call to Order

- Meeting was called to order at 7:00 PM by Nelepovitz.

Roll Call

- **Present:** Nelepovitz, Markano, Chicky, Zellner,
- **Absent:** Burkhardt

Approval of Agenda

- Motion to approve agenda: Markano; Chicky 2nd; Unanimous.

Approval of Board Minutes: Regular Session Minutes 12/19/18

- Motion to approve Markano with changes; Chicky 2nd ; Unanimous

Accounts Receivable/Aging:

Jim stated that financials should be done on 3rd Wednesday of Month

A/R aging reviewed by board, manger directed to research Quick Books to see if a report can be pulled by Lot #'s to verify that only one name is attached to property.

Markano had questioned when late fees are attached, Board directed manager to add late fees on the 1st of every month if previous months dues has not been paid.

Manager was directed by board to go thru Board Minutes for prior FY years 2016 thru 2018 and search for any mentioning of three properties that may have already been written off.

Board directed manager to purchase a thumb drive or hard disk to retrieve the information on Quick Books and information on My Documents and move it to the new computer,.

Old Business:

Board directed manager to pursue with painting of cabinets. Markano motioned "Per Home Depot bid" \$809.00 plus tax and delivery to purchase fridge submitted by manager Zellner 2nd; Unanimous .

Jim stated he emailed a road maintenance agreement stating the HOA fees would help the cost in repairing and paving the road to the Manager at Rodeway Inn. The manager at Rodeway Inn informed Jim she would forward to the owners.

Jim stated that changes for Employee handbook was emailed to Chicky. Changes will be as follows Ramon title as supervisor will be Foreman. Sue's title won't change, but supervise other employees will be added to manager's duties. Ramon is to bring problems to Sue and she will bring any problems or discussions to the Board. Sue will bring to Board any Salary recommendation and also performances. All financial duties will be manger's responsibility but optionally delegated to Bookkeeper. The Board is the only ones that can make Hiring and Firing decisions.

01/09/2019

Board directed manager to call Onstott for a bid for the roads to be sealed and striped. Onstott will do all prep work and product to be used Topien C. The bid should be presented at next board meeting.

Board directed manager to contact State Farm for price quote for \$1.3 million fidelity bond. No action at this time.

Jim stated that he observed residents from the Rodeway Inn walking their dogs on HVMCA property. Jim also stated to have a sign made to be put up in corner next hotel. Sign should be a priority and at 3ft by 4ft. Jim also stated we can move one our signs. Manager was directed to contact sign companies.

Manager was directed by board to call the sign company and find out about the UV material for street signs.

Markano also suggested to make a spread sheet of the street signs.

NEW BUSINESS:

COMMITTEE REPORTS:

Resident submitted plans for architectural changes. Jim stated that HOA has certain turf standards. Jim stated to look at document for turf standards and directed manager to get copy. Manager was directed to have resident complete an Architectural application for type of turf and verify the dimensions meet HOA standards.

RESIDENT EMAIL CORRESPONDENCE

Received letter from Ramon that he saw 3 boys running across sea vans and they kicked in the turbine vents on the roof. He spoke to the parent after following them to their house.

I received an email from a resident in Montefino's who also saw the same three boys damaging turbine vents. She as well followed them to their house.

Manager states that father came into office and stated that he allows to run and jump on the sea vans. Board stated this HVMCA property

Board directed manager to send estimate to parents with copy of email, Board also directed manager to go take pictures of damage and put in residents file.

MANAGERS REPORT

Markano asked board to consider whether holiday pay for manager should be eight hours or ten. Board requested manager to add this to agenda for next meeting Manager stated she would research holiday hours when working a compressed work schedule.

Jim stated to have Cosner-Neipp come start work to generate estimate to improve motion lights for spa area and pool area for motion lights to come on after pool area has closed

Jim stated to Manager to purchase desk for office from the Reserve account. Markano motioned to approve of purchase computer desk \$1199.99 plus tax and delivery Zellner 2nd; Unanimous

ADJOURNMENT

Motion to adjourn @ 9:06 PM; Markano, Zellner2nd; Unanimous

Respectfully submitted,

Sue Henderson, HVMCA Manager

**Next Scheduled HVMCA Board Meeting:
February 12, 2019 at 7:00 PM**

NOTE - An Owner Has The Right To
-Have A Copy Of Approved Minutes Upon Request
- Speak To The Board Of Directors During Public Comment
-Action By The Board May ONLY Be Taken On Agenda Items