

**HERITAGE VILLAGE MASTER COMMUNITY ASSOCIATION**

Board of Directors Meeting

Date: October 10, 2018

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

**Approval of Agenda**

- Motion to approve agenda with changes: Markano; Chicky 2<sup>nd</sup>; Unanimous.

**APPROVAL of 09/05/18 Regular Session Minutes:** Markano, Chicky 2<sup>nd</sup>; Unanimous

**APPROVAL of 09/05/18 Executive Session Minutes** Markano, Zellner 2<sup>nd</sup>; Unanimous **Approval of corrected 09/10/18 Executive Session Minutes:**– Markano, Chicky 2<sup>nd</sup>, Unanimous, Approval of 09/30/18 **Executive Session Minutes:** Chicky, Zellner 2<sup>nd</sup>, Unanimous.

**Accounts Receivable/Aging:**

A/R aging reviewed by board

Board Request Manger to pursue delinquent accounts

**OLD BUSINESS:**

Board reviewed and approved plant list submitted by Ramon for area adjacent to park/hotel fence line.

New manager directed to ask outgoing manager about status of quotes for kitchen renovation.

Manager directed to pursue obtaining all keys, including required master keys from locksmith so that

A date can be set for routine change of locks.

Board discussed whether or not to keep the three gates that are currently able to be opened with

Resident's keys locked.

**NEW BUSINESS:**

Proposed Manager Hours to be 6:30 to 5:00 Monday thru Thursday. Working hours tentatively approved

But won't be finalized until Board reviews California Employment Laws for working hours.

Chicky presented employee handbook with updates, Chicky will email draft of updated book

To Board Members for review and comments.

**COMMITTEE REPORTS:**

.RV Committee: Zellner reported there are three people on wait list for RV parking

Grounds Crew: Manager reported that Ramon is indicating that the large rider mower needs to be replaced. Manager will contact Ramon for information and report back to Board.

**MANAGERS REPORT**

**Manager's report consisted of items that she has received training on since beginning employment on 10/1/18.**

**ADJOURNMENT**

Motion to adjourn @ 8:46 PM; Chicky, Zellner2<sup>nd</sup>; Unanimous

Respectfully submitted,

Sue Henderson, HVMCA Manager

**Next Scheduled HVMCA Board Meeting:  
October 17, 2018 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**