

## HERITAGE VILLAGE MASTER COMMUNITY ASSOCIATION

Board of Directors Meeting

Date: January 17, 2018

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

**APPROVED 02/21/18**

### **Call to Order**

- Meeting was called to order at 7:00 PM by secretary John Markano

### **Roll Call**

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

### **Approval of Agenda**

- Motion to approve agenda as written: Chicky; Zellner 2nd; Unanimous.

### **Approval of Board Minutes**

- Motion to approve minutes for 12/20/2017 meeting as written: Chicky; Zellner 2nd; Unanimous.

### **Public Comment for Items NOT on the Agenda**

- Resident was wanting update on RV parking.

### **December Financials**

- The board reviewed financial reports (including aging reports) for December
  - ACTIONS:
    - Bookkeeper to provide all lines on Profit & Loss Budget Performance Report some appropriate information was missing.
    - Manager to provide A/R Aging Summary with correct information and details.
    - Manager to look in SOP for approved finance charge and collections procedures that must be followed.

### **Old Business**

#### ***Replace Doors in Clubhouse***

- Quote was given in August and board approved \$13,192.99 to replace the doors, Manager to get this project completed.

### **New Business**

#### ***Interior Walls Renovated for Clubhouse***

- Manager reported walls are completed and project was finished.

### **Committee Reports**

#### ***Architecture/Landscape Committee***

- Markano wants update on Mt.Mckinley resident zero landscape, Manager to contact committee and have update for next meeting.

#### ***RV Committee***

- Zellner and manager reported that the RV parking is getting resolved and progress is being made 3 people on waiting list
  - ACTION: Manager to review RV parking space assignment records in coordination with RV committee chair and resolve any discrepancies.

#### ***Grounds Crew***

- Have maintenance put new outlets on all light switches and plugs in clubhouse, Manager to go purchase them.
- Maintenance is busy with park area restoring the grass project takes approximately 6 weeks to complete.

### **Resident E-mail Correspondence**

- <none>

### **Manager's Report**

- The board reviewed a report from the manager.
  - **ACTIONS:**
    - Manager to keep going through files and updating in QuickBooks
    - Manager to ask Ramon about paint for fences
    - Manager has completed tasks from last meeting pertaining to errors with codes in QuickBooks
    - Manager to contact Califitness and renew our quarterly maintenance service as stated.
    - Manager to contact by email Kern County Environmental Health to get matter addressed.

### **Adjournment**

- Motion to adjourn at 8:08 PM: Chicky; Zellner 2nd; Unanimous.

Respectfully submitted,  
Crisha Johnson, Manager

**Next Scheduled HVMCA Board Meeting:  
Wednesday February 7, 2018 at 7 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**