

## HERITAGE VILLAGE MASTER COMMUNITY ASSOCIATION

Board of Directors Meeting

Date: October 17, 2018

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

### APPROVED

#### Call to Order

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

#### Roll Call

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

#### Approval of Agenda

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

**APPROVAL of 10/10/18 Regular Session Minutes:** with correction Markano, Chicky 2<sup>nd</sup>; Unanimous **Approval as corrected**

#### P & L s

- P & L's for July, August and September were reviewed, and it was noted that some items were over budget for Utilities.

#### Accounts Receivable/Aging:

- A/R aging reviewed by board, manger directed to give priority to delinquent accounts \$300.00 and over.
- The board would like Manager to add comments on A/R report for next meeting of what action has been taken.
- Chicky noted that she would like to speak directly to Managers of Heritage Inn about delinquent fees prior pursuing legal advice.

#### OLD BUSINESS:

- Kitchen renovations Valley cabinet came to do estimate which should be ready at the next board meeting.
- Rekeying was discussed to have a date set in a month so to allow time for emails, letters and signs to be put up and notify residents of the rekeying.
- Manager hours were discussed if the manager requests modified work hours the manager needs to submit a formal request in writing. The manager is requesting to work four 10 hour days, Monday – Thursday. Manager will send written request to the President of the board.
- Employee handbook is still in process and final draft will be sent to the board when completed.

#### NEW BUSINESS:

#### COMMITTEE REPORTS:

- Grounds Crew: Ramon will have all information on lawn mower for next board meeting.

#### MANAGERS REPORT

Manager's report consisted of working on A/R.

#### ADJOURNMENT

- Motion to adjourn @ 8:20 PM; Markano, Chicky2<sup>nd</sup>; Unanimous

Respectfully submitted,

Sue Henderson, HVMCA Manager

**Next Scheduled HVMCA Board Meeting:  
November 7, 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**