

HERITAGE VILLAGE MASTER COMMUNITY ASSOCIATION

Board of Directors Meeting

Date: December 19, 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:** Nelepovitz, Markano, Zellner, Burkhardt
- **Absent:** Chicky

Approval of Agenda

- Motion to approve agenda with changes: Markano; Burkhardt 2nd; Unanimous.

Approval of Board Minutes: Regular Session Minutes 11/07/18

- Motion to approve Markano; Burkhardt 2nd; Unanimous

Accounts Receivable/Aging:

A/R aging reviewed by board, manger directed to research two properties, with Community Associations Institute for legal opinion. Burkhardt stated may have to get legal opinion on how to address unpaid balances on properties sold at auction or when owner is deceased

Manager was directed to pull last three years of P & L's to research if any properties have been written under accounting codes 6217. Information will be presented a next board meeting.

Board discussed plans for use of operating funds for capital investment and possible transfer of operating funds to Associations Reserve Account. Pool security was discussed. Manager directed to investigate alternate security approaches for pool area. These will be discussed at next board meeting.

Old Business:

Broad reviewed estimates for kitchen renovations including:

- Bid from Home Depot for counter top \$4594.00,
- Valley Cabinet Bid \$2345.01,
- Bid from Micheal J's for Painting cabinets \$2480.00,

Board approved motion to accept bids for counter top to include a solid color sink and a single

Burkhardt motioned approval of kitchen renovations not exceed \$12,500.00 Markano 2nd; Unanimous

Chicky sent email from Lawyer stating that there was no Easement filed on the Association entrance

Markano stated to see if they would sign an agreement stating the HOA fees would help the cost in repairing and paving the road.

12/19/2018

Manager contacted Rodeway Inn Manager for the new owner's information, Manager stated Heritage Hotel never responded with the information of new owners. Nelepovitz directed manger to email him the correspondence. Nelepovitz stated he would call or visit Heritage Hotel.

Employee handbook is still in process of final draft. Nelepovitz stated he received comment back from Markano about Manager Duties and delegates duties to bookkeeper and Manager is held responsible. Markano also stated to change wording for Ramon from Supervisor to Foreman. Nelepovitz stated he would email the proposed changes to Chicky.

Board discussed the purchase of new or used lawn mower.

- Bid for Jacobsen riding Lawn Mower \$26,743.16

Motion to purchase new lawn mower Burkhardt, Markano 2nd; Unanimous.

Motion to approve \$625.00 per employee for Christmas bonuses Markano; Burkhardt 2nd; Unanimous

Manager submitted cell phone quotes. Burkhardt motion to purchase phone not exceed \$500.00 and do prepaid plan for \$30.00 an month Zellner 2nd; Unanimous

Board directed manager to pull Onstott file for the roads to be sealed and have it at next board meeting

Received application from State Farm Manager directed to do as much of application and Board will assist with application if needed.

NEW BUSINESS:

COMMITTEE REPORTS:

RESIDENT EMAIL CORRESPONDENCE

Received email from resident about faded street signs. Markano stated to do an inventory of signs. Nelepovitz stated gather bids on getting street signs replaced for next board meeting.

MANAGERS REPORT

Ramon submitted estimates to replaced blower, chain saw shaft, bar for hedge trimming, and new brushes for sweeper. Markano stated to check with Ramon to see if he brushes from last purchase or if they used the brushes
Motion to approve purchases not to exceed \$3000.00, Burkhardt, Markano 2nd ; Unanimous

Christmas Eve hours are from 6:30 A.M. to 12:00 P.M.

Manager to look for a desk and chair

ADJOURNMENT

Motion to adjourn @ 9:08 PM; Markano, Zellner2nd; Unanimous

Respectfully submitted,

Sue Henderson, HVMCA Manager

**Next Scheduled HVMCA Board Meeting:
January 02, 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