

## HERITAGE VILLAGE MASTER COMMUNITY ASSOCIATION

Board of Directors Meeting

Date: December 20, 2017

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

**APPROVED 01/17/2018**

### Call to Order

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

### Roll Call

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

### Approval of Agenda

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

### Approval of Board Minutes

- Motion to approve minutes for 12/6/2017 meeting as written: Markano; Zellner 2nd; Unanimous.
- Approval of minutes for 12/15 executive session deferred to executive session to follow.

### Public Comment for Items NOT on the Agenda

- <none>

### November Financials

- The board reviewed financial reports (including aging reports) for both October and November.
  - ACTIONS:
    - Nelepovitz to provide guidance to manager on a road maintenance contract with Rodeway Inn.
    - Manager to engage attorney to prepare a road maintenance contract with Rodeway Inn.
    - Manager to annotate future aging summaries with information about efforts to collect overdue amounts.
    - Manager to apply late fees to overdue amounts where needed.
    - Manager to compare resident information in QuickBooks with paper files and reconcile differences.
    - Manager to report back on which account paid temporary service for employees Johnson and Ortiz.
    - Manager to investigate November expense for line 6363 and reassign to reserves if appropriate.
    - Manager to investigate recent payments for line 6480.2 and verify electric bills are being paid promptly.
    - Manager to investigate possible duplicate expenses in October and November for line 6941.
- The board reviewed a capitalization policy form from the accountant.
  - Motion to adopt capitalization policy as written on form with minimum capitalization amount of \$5000: Markano; Zellner 2nd; Unanimous.
  - ACTION: Manager to prepare a version of the capitalization policy form with HVMCA information filled in and present to Nelepovitz for signature.

### Old Business

#### *Heritage Drive/Drummond Entrance*

- Manager reported that the grounds crew is waiting until spring to remove the last tree from the center divider and plant new trees.

#### *Web Site Update*

- Manager reported that we are waiting for an improved web site management tool to become available before making any changes.

## **New Business**

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

- Manager reported that a recent quote from Newman Drywall Service does not include adding sheetrock except possibly in small areas where needed for repairs.
- Motion to proceed to have Newman Drywall Service apply texture and paint over wallpaper in the clubhouse per their quote that the board reviewed on 12/6: Markano; Zellner 2nd; Unanimous.
  - ACTION: Manager to engage contractor to do this work.

## **Committee Reports**

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

- Nelepovitz reported that landscape work is now complete for one property on N. Heritage Drive. This work had been in progress since May.

### ***RV Committee***

- Zellner and manager reported that the RV parking space waiting list was missing two residents who needed spaces.
  - ACTION: Manager to review RV parking space assignment records in coordination with RV committee chair and resolve any discrepancies.

### ***Grounds Crew***

- The board reviewed a proposal to replace shared fencing.
- Manager was authorized to negotiate a payment plan for resident shared fencing expenses not to exceed six months.
  - ACTION: Manager to proceed to replace wood borders next to sidewalks on Ward Ave.
  - ACTION: Nelepovitz to review condition of deck at tennis court and report back.
- Manager reported that two grounds crew employees will be on leave for the last week of December.

## **Resident E-mail Correspondence**

- <none>

## **Manager's Report**

- The board reviewed a report from the manager.
  - ACTIONS:
    - Manager to purchase fence paint per grounds crew request.
    - Manager to get truck brakes fixed.
    - Manager to begin property inspections at a low level. Records review is a higher priority.

## **Adjournment**

- Motion to adjourn at 8:29 PM: Markano; Zellner 2nd; Unanimous.

Respectfully submitted,  
John Markano, Secretary

**Next Scheduled HVMCA Board Meeting:  
Wednesday January 3, 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**