

HERITAGE VILLAGE MASTER COMMUNITY ASSOCIATION

Board of Directors Meeting

Date: March 20, 2019

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

APPROVED 04/17/2019

Call to Order

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

Roll Call

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

Approval of Agenda

- Motion to approve agenda with changes: Chicky; Zellner 2nd; Unanimous.

APPROVAL of 02/12/2019 Regular Session Minutes with changes: Markano, Zellner 2nd; Unanimous.

Public Comment for Items NOT on Agenda

Montefino resident wanted information on redoing work on her condo. Board explained she would need to complete an Architectural form describing the placement, and color of the windows to change out. She explained that she would need to cut through the stucco of the condo to remove swamp cooler and add air-conditioning. Board informed her to give the plans to sub association. Resident is aware that she would be responsible for replacing the stucco with the correct color and at her expense.

Accounts Receivable:

Board had requested manager to locate minutes on four properties, the minutes were presented to the board for properties. Heritage Inn dated November 2, 2016 with a motion to write off bad debt of \$655.89, Minutes dated March 15, 2017 for property G22 to write off \$1257.53, Minutes dated April 4, 2018 for property M51 to write off \$1476.22. There were no minutes located for property F16.

Chicky motion to write off property F16 in amount of \$1530.00 Zellner 2nd; Unanimous.

Jim was asking if manager had heard back from Roadway Inn on the email Jim had sent. There has been no correspondence from Roadway Inn. He also stated he would send another email.

Board directed manager to find out why Roadway is not being invoiced

The board directed bookkeeper to remove these accounts. Chicky stated to see if there would be documentation that can be traced back to the properties.

Property C22 needed board approval to file a lien. Markano motioned to file lien on 03/21/19 Chicky 2nd; Unanimous

Financials:

Board directed manager to contact Burkey & Cox about the paragraph in financial statement if there is a different meaning to the paragraph.

Board also directed manager to ask Burkey & Cox about the \$12.00 cash on hand. No cash has been on hand in years.

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Board reviewed January and February bank statements. Desert Valley business checking account is charge \$5.00 for nonuse. Chicky stated that she would close the check account ending in 85.

Old Business:**Fidelity Bond**

Jim stated we are obligated to purchase a Fidelity Bond. The first step is to hire Mary Andrea as an HVMCA employee with a probation period, at \$20.00 per hour, Chicky motioned to hire Zellner 2nd, Markano opposed.

Road Maintenance

Board directed manager to get bids on Topien C sealer. Three bids were presented to board from Kern Asphalt at \$62,445.00 which included Clean with Air-Broom, Apply Topien C to Approximately 440,000 square feet, stripe (17) stop with bar. Bowman Asphalt at \$63,588.51 for crack seal, clean prep to apply Topien C to 475,000 square feet and painting parking stalls Bowman also put a bid in \$77,838.51 for Seal Coat. Burtch Construction bid \$54,600.00 for applying Topien C to approximately 454,000 square feet and painting all parking stalls including RV stall and all stop signs and speed limit. No decision was made and board directed manager to put on Agenda for next meeting.

Markano stated to look at the areas that need repair.

Jim stated take time to look at areas and the estimates

Painting Kitchen Walls

Manager provided estimate from Michael J's painting for additional \$725.00. Chicky motioned not to exceed \$1200.00 to include valance removal and walls repaired Markano 2nd; Unanimous.

Chicky also stated to replace kitchen blinds with debit card not exceed \$500.00.

Association Compensation for Holiday's

The board discussed Holiday compensation. Manager holiday hours to paid at 8 hours per holiday, manager can take two hours of PTO, work two extra hours or take without pay. Chicky motioned to approve updated employee handbook effective 03/21/19 Markano 2nd; Unanimous.

Cell Phone

Board directed manager to contact Verizon.net about linking cell phone with heritage email.

NEW BUSINESS:

Compliance issues. Manager provided documentation on two yards that are not in compliance with yard maintenance and fence maintenance. Board directed manager to send registered return receipt mail stating that they have two weeks to be in compliance or we will completed the work and bill the homeowner.

COMMITTEE REPORT:**CREW:**

Board asked if Ramon was checking on backflow. Ramon is in contact with the contractor to do the backflow.

Resident submitted Architectural form requesting to change the color of his house. Board stated color was same in palette #5 in the HVMCA approved palette manual. Manager was directed to contact Architectural committee.

RESIDENT EMAIL CORRESPONDANCE:

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Letter from a resident in the fountains concerning parking by the air conditioning unit Jim directed manager to take a picture of the area which was provided. Manager was directed to contact resident to coordinate with Fountains for approval for HVMCA to put a sign up to state "No Backing In".

Email received from Fountains resident concerning Air B & B located in the fountains advertising HVMCA facilities. Jim stated a rule may have to be adopted. Jim also stated he was going to read through the paper work provided.

MANAGERS REPORT

Damaged turbine vents. Board directed manager to send registered letter and have Ramon fix turbine and charge the resident.

ADJOURNMENT

Motion to adjourn @ 9:17PM; Chicky, Zellner2nd; Unanimous

Respectfully submitted,

Sue Henderson, HVMCA Manager

**Next Scheduled HVMCA Board Meeting:
April 17, 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