Heritage Hills HOA - August 2022 Meeting Minutes

August 17, 2022

Meeting commenced at 7:00PM

Notes recorded by board member, Sandy Pepper.

**Board Members Present:**

Joe Babcock (President), Jason Charnas (Second Vice President) Steve Pien (Treasurer), Roosevelt "Butch" Carrington, Sandy Pepper, Steve Wosina, Jodie Dressler

**Proxies:**

Ryan Kurrle(held by Joe Babcock)

**Non-Board Residents Present:**

Marcia Kahn, Elshunta “El” Peoples-Terrell, Brian Rich

1. Joe Babcock provided greetings to those that joined the meeting.

The August meeting agenda was approved via a motion by Joe Babcock to approve, which was seconded by Jason Charnas, and unanimously approved by the board.

2. The July meeting minutes were approved via motion by Joe Babcock to approve, which was seconded by Jason Charnas, and unanimously approved by the board.

3. Financials – Steve Pien, Treasurer

1. Steve provided an update on the HOA financials. July expense are all reconciled as well as all dues that have been received up to this point.
2. 2021 Tax Prep Plan and Update – Steve has been in contact with the HOA’s CPA regarding the 2021 tax filing. The CPA will be reviewing all documents and filing the tax documents, as needed.
3. Due Collection Update – Joe Babcock – Collection process will begin for one resident this week. Collection will begin for a 2nd and 3rd resident (new) if dues are not received as expected early next week. 2 other residents committed to mailing their dues checks. Total: 1 resident on payment plan and paying as scheduled; 2 residents committed to sending checks; and 3 residents have been incommunicado and all 3 will be in collections by end of next week, including a newer resident who the board has not been able to make contact with since they moved in, despite several attempts.

4. 2022 Projects

1. Sprinkler Repair at Heritage Hill and Carriage Hill – Provided a quote to Mirandi Alexander at the city on August. 16th for the amount of $10,500 to replace the irrigation system at Heritage Hills. Waiting on timeline for the city's repairs there and confirmation that they will pay that amount. The Carriage Hills sprinkler needs some repairs unrelated to the city. Stephens Outdoor Services will be making these repairs once they are able to get the new parts.
2. Landscaping at Entrances – Ryan Kurrle

Ryan is working with the contractor (Garden Guys) and payment will be withheld until they come out again to trim the trees and shrubs. Alternatively, we will look into our options to sever the contract with them and find a new vendor to finish the year with us.

1. Tree Work - Contractor to give a quote on removing the wood chip debris from the shredded trees, added some topsoil, and put down new, appropriate grass seed to make these areas look good as new.
2. Path repair and/or replacement and sealcoating update in several areas - Board previously agreed that plan should be to try to get vendor under contract to do the work scheduled in Spring 2023, after snow melt, because vendors are booked now.
3. Bridge Quote
	1. LaFontaine (Butch) waiting on quote from LaFontaine for bridge replacement
	2. Todd's Service's to come and look at the projects to provide a quote. (Joe)
4. Carriage Hills Update on Entrance Replacement of both lights – Replaced
5. Mulch and Barriers at Playgrounds- Main's will come on 08/20 for the swingsets in Parks 1 and 2, as well as around some other play equipment in Park 1. No border if required for swings, but the board may decide to add more mulch later on, and then we will add the borders.
6. Repainting all Entrances signs- Waiting on backordered plywood to come to repair the Carriage Hill sign, then we are considering repainting ALL of the entrance signs in the HOA to spruce them up. Joe makes a motion to vote to slightly alter the color of the signs because the gold paint is expensive and difficult to repaint in an uncontrolled environment according to a local painter. Jason Charnas seconds the motion and the board unanimously approves.
7. Message boards purchased for all five entrances. We may also add 1 at the Park 2 entrance.
8. Baby swings in Park 2 have been replaced. Swing in Park 1 is back up again, but someone has been able to get it down repeatedly. We will take appropriate action to try to prevent this from happening again.

6. New Business

1. New Trees for parks and for cul-de-sacs that don't currently have any trees (Joe) We will wait until after the roads are done for the cul-de-sacs, but will pursue more shade trees for this fall for Park 2. This is partially because we've had to cut down several dead trees and would like them replaced. Joe will get quotes from a few nurseries.

7. Old Business

1. Board Policy and Procedure Manual – Joe reported that this document is not yet complete. Once it is, Joe will distribute this to the board for feedback. It's expected to be finalized by September meeting.
2. Welcome Committee Update - The City has received their own welcome bags. We have been allotted about 25 of them and our committee will collect them and will be adding Heritage Hills and Rolling Oaks important and pertinent information to the new residents. Jodie will reach out to El to see if she can pick them up at the city. Jodi has cards to add to the welcome bags to new homeowners. Hoping to find a new gift that we can buy in bulk. Jodie is working on that.
3. Annual Picnic Update - Need volunteers! Petting zoo, and 3 food trucks will be available, in addition to bounce houses, a DJ, and portable bathrooms and sanitizing station. Joe will send a message on the FB group and Jodie will to the listserve to inform parents they are responsible for watching their own kids, if we cannot find volunteers.

8. Upcoming Board Meeting Schedule:

* September 28 at 7:00 pm
* October 12 at 7:00 pm
* November 9 at 7:00 pm
* Annual Meeting will be held on December 7 at 7:00 pm
* Annual Picnic is scheduled for August 21 from 3:00-7:00 pm
	+ Wedgwood Commons will contribute to the cost.
	+ Kingspointe will contribute.
	+ Briar Hill may contribute.
	+ Three Oaks has not contributed in the past and is unlikely to contribute this year, but we are asking again.
	+ All residents in Rolling Oaks 1 square are welcome.

9. Meeting adjourned – 7:55 pm