

Heritage Hills Homeowners Association
Minutes
May 9, 2016

Meeting was called to order by President, Kelly Fischer

Board members present: Clay Poslick, Kory Brown, Kevin Booker, and Janet Coplen.

Other attendees: Tamera Mooney, Accountant, Pam Booker and Chris Coplen.

Minutes were read from April 11, 2016 meeting and two changes were identified. Thompson's was paid \$7K and the balance is \$3K, we are waiting on completion of work to make final payment. Neither Tamera or Kevin have a copy of contract with Lawn Solutions. These changes will be made and the minutes will be approved.

Finance Report: Tamera provided the cash flow report and asked if the Board wanted to move in dollars at this time to the money market. After discussion, we decided not to move funds now, as we have pending expenses with plumbing and electrical work.

Tamera reviewed the invoices we have received, which include Hobbs Plumbing (believed to be a duplicate invoice from September), the Thompson invoice for the \$3K, and Garfield County Legal News for annual fee of \$79.

Tamera recommended not renewing the legal news at this time as her process allows us to avoid needing this for sales and transactions.

Grounds: Clay has been unable to connect with Thompsons and we still believe there is work to be completed from the agreement. Tamera offered to draft a letter to Thompsons advising him that we are in receipt of his invoice and the Board's position is that the work was not completed as agreed.

Discussion and motion by Janet, Kevin seconded.

We will ask him to contact Janet Coplen within 5 business days or we would consider the matter closed. Should he contact Janet, she will notify the Board and we will have an emergency meeting to meet him and discuss.

Lawn Solutions continues to run behind and Kevin cannot get Jimmy to complete tasks. Cleanup identified is not done. Kevin will reach out again and ask Jimmy if the project is too big and if we need to find another solution or supplement the cleanup with another crew to get him caught up.

We will contact Alvarado's if Jimmy cannot complete the work soon.

Racks need repaired and Kevin reached out to both Byrum Electric and All Terrain for bids. Discussion on at least repairing the two that must be fixed now to get the water on. We agreed that the budget of \$4K is approved for Kevin to proceed based on price and ability to get the work done timely.

Section one is on now and section two can be turned on. We will advise tenants that the water will continue to be on and off until all leaks are identified and repaired. If they see an issue they should notify the grounds committee.

OG&E has an address for each meter and Tamera provided this to Janet who will send to Kevin.

No architecture report.

No convenient report, except one inquiry on a pergola that was built. It was approved and there was no issue.

New business discussion on Tamera's resignation. She will continue through May. Her work demands create a situation where she is not available to continue to manage the HOA's bookkeeping.

We discussed possible replacements and Tamera will reach out to two ladies she knows and advise us. Janet will also reach out to small accounting firms she has relationships with.

The Board discussed who should be authorized to sign checks for the HOA. It was decided that both Kelly Fischer, President and Kory Brown, Vice President and the bookkeeper who is Tamera Mooney today, will all three be authorized to sign.

No further business was discussed and the motion to adjourn was made by Clay and seconded by Kory.

Meeting was adjourned.