**HIGHLANDS OF EDINBURGH**

**SECOND ASSOCIATION**

**ANNUAL MEETING NOTES**

**June 4th, 2022 - 10:00 AM in Person**

The Annual Meeting for the Highlands of Edinburgh Second Association was held at Edinburgh Church.

**Attendance:**

* **Board of Directors Present:** Kristine Frederick, Janice Worthley, Ann Waller, Jolanda Combs.
* **Number of Homeowners in addition to Board members: 6**
* **Number of Proxies provided: 8**
* **Voting quorum reached. n/a**

**Agenda and Meeting Notes**

1. **Call to Order**
	1. Call to Order at 10:03 AM
	2. Any questions on the revision of the 2021 meeting. There was a question regarding the 15 homes that were late on paying the association fee.
	3. Kristine Moved to approve the 2021 meeting Priscila Seconded.
2. **Introduction of current Board members**
	1. Jolanda Combs, presented herself, welcomed all to the meeting, and introduced each board member, explaining their different roles.
3. **Review of minutes from the 2020 Annual Meeting**
	1. Ann Waller made a motion to approve. Jan Worthley seconded. All in favor, 2020 Annual Meeting Minutes are approved.
4. **Treasurer’s Report**
	1. Kristine Frederick presented the report for the calendar year of 2020.A copy is found on the Google Drive folder for 2020 Annual Meeting Documents.
		1. Kristine explained income and expenses line-by-line.
		2. Landscaping overview
		3. Islands upkeep will be reviewed
		4. Weekly mowing
		5. Po box rental
		6. Legal fees for homeowners
		7. Fees for postage
		8. Questions regarding the $800 that used to go towards the management of the pond back in the day…
		9. DNR is now taking care of the pond
		10. Due status 9 homeowners have the dues outstanding
		11. 3 homeowners that going in to lien
		12. 4 homeowners in Pre-Foreclosure Status
		13. Is there a way to find out what houses that are rentals? Maybe though the City of Brooklyn Park.
		14. Landscaping services spray spring and fall
		15. They are not mowing the cul-de-sac’s ?
		16. Questions regarding a Pollinated garden – no rocks?
		17. We will check with the lawn maintenance
		18. Make it more usable think about the environmental impact
		19. Give that section back to the city on Noble (not possible)
		20. We have limited resources
		21. Tree that fell over a fence medium size crab tree
		22. What to do with the money from the association the members should have more input on what projects gets done – get back to Native plants clover low maintenance
		23. We have 168 units
		24. No outside storage

We went over the Numbers as of the end of last year. The dues collected from last year $24,000 another $300.00 collected in dues from the prior year and the $756.00 were collected on houses with liens and interest on those the 8% interest that we charge per our bylaws.

Under our Regular Expenses, the landscaping we did replaced some scrubs and some other landscaping mostly along Noble and the island that total was just under $1,000.00. Our landscaping Services the mowing for the Summer Months was $7,900.00. The mailboxes the posts and the number repairs for the year were $831.00.

* The postage and Supply for dues collection like envelopes stamps paper printer things like that, sending out annual meeting notices, PO Box rental for the year and administrative expenses, and the Legal was the expenses that we accrued for houses that are in the collections process.
* For Insurance, we do have two Policies 1st on the General Maintenance Contractors Form for our Association the Liability Policy for them and then we have the Liability Policy for the Board Members for crime and embezzlement D&O Policy.
* The Website and Domain License was a little bit high last year we did update our domain for the next 5 years and updated the Association website to a new platform on godaddy those were expenses that will take us to the next 5 years.
* The rental for a room to have the annual meeting that we were not able to use because of COVID.
* In resume, the total receipts from last year were on the amount of $25,000.
* Total Expenses $15,000
* We net out the year just under $10,000 and retained earnings that went back to the Association’s account to help us pay for the next projects in 2021.
* Update on 2021 Dues Update: At this time 148 houses a PAID – 2 houses are working out payment plans with us. 15 Houses have not Paid Dues and have not yet responded to the Dues Notices - 3 houses remain under the collection process with the Lien on their properties.

Open to have a visual feel what can we do we are restricted legally changed and approved

**We need to get 75% of the members of the association to approve any changes.**

By the by law, you can’t have business out of the properties.

* + 1. 39 + 9 Mailboxes were replaced in 2022 – walk though will see how many mails boxes we check to see if we have any missing numbers and keep those all up to date on Noble Avenue landscaping as requested by the city of Brooklyn Park.
		2. Ann Waller motioned to approve the treasures report, Janice Worthley seconded. All in favor, **approved**.
		3. Sara will be taking care of the free liberty
		4. Coordinate a national light out
		5. We are looking for a webmaster for upkeep of the website
		6. We need new members
		7. Dues went up to help pay for the noble permit plan of would now the dues be reduced?
		8. Cost of living increase cost of the land more has changed and it won’t be going back down
		9. Budget for the cul-da-sac
		10. 10k retained earnings $39k spent for the noble park way
		11. Buffer funds to cover future expenses
		12. We don’t Carrie over a large overhead
		13. We have a limit of 5% that’s all we can
		14. Attorney fees
		15. We had more recovery this year than expenses
		16. Who is in favor of Hand over to a HOA Management Company ?
1. **President’s Report**
	1. Annual Review:
		1. Little Free Library available (needs to be managed)
		2. Ann advised that we do need help running the Association Committee
		3. We need help Planning the National Night out Event for the Association – Will be outside, so we might be able to manage social distancing.
		4. Jan Worthley gave a brief description of what the Walk Though look like, advised that we are looking at the exterior of the homes, they need to be kept in good condition, and the landscape and we will be looking for any violations such as outside storage.
		5. Veronica was the webmaster for the association page. We have a new web address: www.highlands2nd.com. This will need to be published in the newsletter, on the Facebook page and however else possible. All codes are listed from the City of Brooklyn Park as well.
		6. New homeowners’ questionnaire and all forms and bylaws can be located in the association web address also.

1. **Nominations of new board members, ACC members**
	1. Position descriptions were shared.
	2. Jeff Grack volunteered to help with the Association Committee
2. **Questions**
	1. No Additional Questions from the Members.
3. **Adjournment**
	1. Kristine Frederick motioned to adjourn, Priscila seconded. All in favor. Approved.
	2. Meeting adjourned at 10:56 AM