**HIGHLANDS OF EDINBURGH**

**SECOND ASSOCIATION**

**ANNUAL MEETING NOTES**

**May 15th, 2021 - 10:00 AM via Zoom Conference**

The Annual Meeting for the Highlands of Edinburgh Second Association was held via a Zoom Conference Call.

**Attendance:**

* **Board of Directors Present:** Kristine Frederick, Janice Worthley, Ann Waller, Jolanda Combs.
* **Number of Homeowners in addition to Board members: 2**
* **Number of Proxies provided:**
* **Voting quorum reached.**

**Agenda and Meeting Notes**

1. **Call to Order** 
   1. Call to Order at 10:05 AM
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.

-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.
  + 1. 39 Mailboxes were replaced in 2020 – 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.

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 is the webmaster for the association page. We have a new web address: [www.highlands2nd.com](about:blank). 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. Ann Waller motioned to adjourn, Kristine Frederick seconded. All in favor. Approved.
   2. Meeting adjourned at 10:35 AM