

## **Highland Trails Homeowners Board Meeting Minutes 03/19/2014**

The meeting was held at the home of Tom and Sandy Jones.

In attendance were: Ed McNichol-President, Kim McNichol-Treasurer, Tom Jones-Vice President and Sandy Jones-Member at Large.

Absent were: Charles Andersen- Landscaping.

Also attending was: None.

The meeting was opened at 7:03pm.

### **Minutes**

The Minutes of the February 12, 2014 meeting were approved as submitted.

### **Current Legal Cases**

Ed reviewed the newly filed legal cases. There are six properties that we filed liens on, after not receiving any payment or contact from the property owners. The law firm also sent demand letters. Ed will discuss the amounts listed on the demand letters with the law firm.

Three of the accounts have already contacted us and are sending payments. Two of the accounts were granted Hardship Exceptions and the Board agreed to make one time exceptions on the legal fess for these accounts.

One of the cases we have sued on has been foreclosed and the bank now owns the property. The Association hopes to contact the bank and/or their Realtor when the property is placed for sale. Our goal is to recover all of the funds owed on this property.

The other account where we sued and won a judgment will be pursued for garnishment of wages or bank account.

\*ACTION ITEM: Ed to communicate with law firm over ongoing legal activities.

### **2015 Budget**

The Board took its first look at the initial 2015 Budget. Some adjustments were made to keep the Dues low, and this resulted in a reduced Reserves Contribution of \$13,000 and a Buffer of 4 non-paying households. Data over the next several months will be monitored and adjustments will be made as necessary. The tentative budget would result in dues of \$380 if enacted.

\*ACTION ITEM: Kim to monitor 2014 costs versus amount budgeted.

### **Annual Meeting**

Per the Covenants and bylaws, the Annual Meeting must be held on April 10, 2014. The Mill Creek Elementary Library has been secured.

Due to prior commitments, three of the Board Members will not be able to make this meeting. We are not able to reschedule the meeting due to the requirements stated in the Covenants.

The Board discussed several options to address this issue. It was decided to mail a notice of the annual meeting to all homeowners. We will include an "Association Update" with this mailing that will include the relevant information that would be presented at the meeting. The remaining Board Members will conduct the meeting as scheduled. But it will be mainly used as an opportunity to capture any questions or comments for future response. We will also seek to fill the Secretary position and elect the Board.

\*ACTION ITEM: Ed will draft the Meeting Notice, Agenda for the Meeting, and the Association Update. This will be sent to the Board for input.

### **Treasure Position**

The Board heard from the Treasure about the demands of the position and some potential solutions. The Board is interested in using an online accounting package so that the load can be shared as indicated.

\*ACTION ITEM: Kim will research and get pricing information.

### **Bank Accounts**

Since we have started a Reserve Account, those funds have been mingled with our General Funds in the same checking account. The Board would like those funds to be maintained in a separate account.

\*ACTION ITEM: Kim will see about setting up a Savings Account for the Association. She will also work on updating the signers on our account.

### **Landscaping**

Ed participated in a walk through with the landscape firm. They reviewed each item in the Arborist report and identified which items the landscaper could handle. They will be providing a quote on those items for the board to consider.

\*ACTION ITEM – Ed will contact a Tree Firm to get an estimate.

### **Upper Sports Court**

As part of the landscaping walkthrough, the upper sports court was discussed. It has a very thick and slippery layer on top of it. We have cleaned this court in the past, but it was a difficult and expensive process.

The Board decided to put signs up advising that this court is closed. We will solicit a quote to remove the court. The basketball backboards will be removed to discourage use. We will check with the City to see what permission(s) we might need. We could then jackhammer and remove the court.

\*ACTION ITEM: Ed to contact City about permission to remove court, and to get a quote from a contractor.

### **140<sup>th</sup> Roundabout**

A homeowner had requested the pruning or removal of the bushes in the center of the roundabout at the eastern end of 140<sup>th</sup> Place SE. The Board consulted with the landscaping firm and the City Engineer. After much discussion, the Board chose to decline this request.

\*ACTION ITEM: Ed to communicate Boards decision to homeowner.

### **Treasurer Report**

Approximately \$44,000 Cash On Hand.

The meeting adjourned at 9:13 pm.