

## **Highland Trails Homeowners Board Meeting Minutes 3/20/2015**

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, Sandy Jones-Member at Large, and Charles Andersen- Landscaping.

Absent were: None.

Also attending was: None.

The meeting was opened at 6:42pm.

### **Minutes**

The Minutes of the January 29, 2015, meeting were approved as submitted.

\*ACTION ITEM: Ed will post the approved Minutes on our website.

### **2016 Budget**

The budget for the next fiscal year was discussed. In August we will send invoices for the dues, which will be used to cover our expenses in calendar year 2016. We reviewed the 2014 Actuals and the 2015 Actuals to Date. With reasonable increases to cover potential expenses, the budget at this point projects Operating Expenses of \$40,710. A projected contribution to the Reserve Fund of \$7,500 was added to this amount for a total budget of \$48,210. This would result in projected dues of \$383, a modest increase from the \$376 collected last year.

The Board will present this budget at the Annual Meeting, although it is subject to revision until the actual invoices are sent out.

### **Current Legal Cases**

\*ACTION ITEM: Kim will request a payoff balance for each household with a pending legal action or long term debt.

### **Annual Meeting**

Ed will be at sea during the Annual Meeting on April 9<sup>th</sup>, which is the date we are required to have the meeting per our Covenants. He has reserved the Mill Creek Elementary School Library for the evening.

\*ACTION ITEM: Ed will update the letter from last year, provide it to the Board, and post it to our website and Facebook page.

### **Treasure Report**

Kim stated that she recently sent out Final Notices to accounts that had still not paid their dues from August of 2014. There was a strong response to these statements, and

there remain only three houses that have not paid for 2014 only. The HOA will move forward with filing liens on these properties.

\*ACTION ITEM: Kim will provide Ed with Statements for each of these accounts.

\*ACTION ITEM: Ed will direct the Attorney to place liens on these properties. Ed will also instruct the Attorney to NOT send any correspondence at this time.

Kim stated that there is \$58,721.53 Cash On Hand. This includes a \$11,000 Reserve Contribution from 2014 and \$6,063.75 in Legal Reimbursement (which goes back into the Reserves).

### **Bank Accounts**

Kim related that the transition to QuickBooks Online is complete. While there are some differences from the desktop version, she has been able to adapt and the majority of the data migration was flawless. This leaves us in a better position to transfer this position to another person(s) in the future. It also gives the Treasurer access to our financial records during Board Meetings.

We would like to open a second bank account to hold the Reserves separately from our General Funds.

\*ACTION ITEM: Kim will research opening a second account at our current bank or moving to another institution that can better accommodate our needs.

### **Landscaping**

Charles reported that our Backflow Testing is coming up to be performed again. Kim believes that the contractor now knows how to properly invoice to get paid promptly.

Ed met with the Landscaper and walked through the property to examine areas that needed to be addressed. They provided a quote for this work and are in the process of completing these tasks. This should complete the work identified through our inspections and also those the Arborist called out for action.

The Landscaper will be pruning the trees in the planter strips.

\*ACTION ITEM: Ed will ask them to make sure there is seven feet of clearance over the sidewalks, as requested by the City of Mill Creek in a recent correspondence.

It was mentioned that we may need more wood chips in the small park, and perhaps the large park as well. The Board will examine this issue in a future meeting.

The meeting adjourned at 8:12 pm.