

Highland Trails Homeowners Board Meeting Minutes June 26, 2020

The meeting was held online due to the ongoing global pandemic.

Participating remotely were: Ed McNichol – President, Dawn Shirley – Treasurer, Tom Jones – Vice President, Patrick André – Landscaping, Kim McNichol - Secretary and Sandy Jones – Member at Large.

Absent were: None.

Also attending was: None.

The meeting was opened at 7:02pm.

Landscaping

Ed and Patrick recently inspected the common areas in a walk around. Andre related the status of the current tree work, with Andy's Tree Service scheduled to be on site July 29th to address problem trees identified during the Arborist Inspection. Tom mentioned that there is a 5' tall pine tree at the entrance off 35th on top of the rock wall, behind the fence.

Ed raised the possibility of using a different landscaping firm for the special projects due to the extended time it takes our current provider to complete special projects.

Issues

Ed had circulated a draft response to a homeowner contact message. The Board thought we can improve the tone of the message while emphasizing the need to bring the account current.

Finances

Our dues statements should be mailed on 15 July. Ed reviewed the budgeting process and how we arrive at a per household dues amount while maintaining a 25% contribution to our Reserves account.

We discussed the Reserve Study, and addressed our ~\$50,000 in funds still in our possession. These total reserves leave us about 50% funded. Kim will move towards transferring these funds to Navigate as is possible during the pandemic.

The largest single item identified in the Reserve Study is the maintenance / repaving of the trails. We will be contacting some resources to get estimates for this work, as well as preparing for mailbox replacements.

Ed will be connecting with Dawn to review the budgeting spreadsheet so she can detail a proposed 2021 budget.

We will also be connecting with Navigate to review our account aging and collection policy to ensure it is being administered as desired.

Legal

No Report.

Architecture Control Committee

No Report.

The meeting adjourned at 7:46 pm.