

Heritage Lakes

Board of Directors Meeting – Open Session

Minutes – May 24, 2007

Conference Room – Heritage Lakes Clubhouse

ATTENDANCE

Board Members present were Greg Hatt, Danny Carr, Tori Masters, Fran Wilson, and Roberta Bohnet. Carol Vasquez represented SBB Management.

MEETING CALLED TO ORDER AT 7:15pm.

Securitas Visit

Larry Hulings, Branch manager for Securitas stopped by to introduce himself to the new board and answer any questions. He was given several examples from board members about times that security has let guests in with no question as to where they were going or whom they were visiting. Larry suggested installing a speed hump (city approval must be obtained first) as a solution to slowing cars down enough to give guards a better opportunity to view the car as it enters the gate. He also suggested implementing a resident vehicle sticker system. He has made himself available at any time to answers questions or field problems.

April 24, 2007 Board Meeting Minutes

Board reviewed the minutes and after two minor wording changes completed by Secretary, Motion made, seconded and carried to approve the minutes, as revised.

Committee Reports

Finance Committee: Treasurer asked questions regarding the following line items:

- Verified that line 3500 (Fund Balance Retained on Balance Sheet) is a cumulative figure, not money in the bank. Adjustments are made to this figure each year.
- Line 4300 (Miscellaneous Clearing Account on Income Statement) – what is this account for? Carol to investigate.
- What was the \$213.09 listed on line 4700 (Homeowner Function Reimbursement) for? Carol to verify, but believed it was a payout for Cinco de Mayo or Easter party expense.
- Line 5103 (Newsletters) in expense column should reflect the cost of printing and producing newsletter – cannot be \$ 19.00
- New Years Eve Party should have its own line under Homeowner Functions. Treasurer said it had been listed before, possibly under lines 51407 or 5108. Carol to investigate why it is not on the report.
- Line 5181 \$1.22 in Petty Cash theft should be moved and included in another category.
- Why was Temporary Help, line 5115 over budget? Carol to investigate.
- Line 5456 (Clubhouse Cleaning) will now have an itemized invoice when billed to SBB, so that charges may be clearly identified and separated.

- Carol to investigate all phone charges. Several members believe that we are being over charged in this area. Carol to investigate better pricing option, bundle deals. Additionally MCI account has recently been canceled. This account was overlooked in change of SBB community management and was never changed. Due to this, Treasurer asked in SBB will reimburse some of the charges? Carol to look at bills and evaluate situation.
- Line 5454 – Clubhouse supplies – Board requests that items like air fresheners be bought at places like Wal-Mart, not an expensive bath specialty store.

Architectural Control Committee:

Meeting was held on May 23, 2007. Sally Adams and Debi Mueret are no longer serving on the committee. There are two returning members and three new members being appointed.

New committee appointed is:

1. David Pettengill
2. Barbie Chandler
3. Lisa Starnes
4. David Sommer
5. Nicole Moscatelli

Motion to approve above listed individuals to ACC committee, seconded and carried, effective immediately. Community infractions to be sent to SBB for handling. Signs are to be placed at gate to inform residents of Revised Design Guidelines and 3rd Supplement – Landscaping 8.4 and 8.5. Regarding animal nuisance complaints, copies will be with Lesley and a “be courteous” reminder put in July newsletter.

Officer presented and ACC quality survey that she created as a suggestion to the board. Liaison to take back to new appointees to review as well.

Communications Committee:

Board page re-done on website, as to make provided Board Minutes easier to find for residents. Several members pointed out the fact that they had very little time to review the newsletter prior to it going to press. They asked that more time be given for the next month. Several members also did not like the name of the “Sound Off” section, as it seems like a “negative” term. All forms submitted currently go to Lesley, and several members asked that they instead be directed to SBB. Officer presented an article that she created named “Manage, Maintain and Improve” that has been tabled until content can be revised and agreed on by all or majority of board members. Article is not to be published in June newsletter.

Social Committee:

Fourth of July party planned. Cost will be \$3 per resident, including children, and \$5 per guest. Lesley and social Committee are lining up a bar-b-que meal, margaritas, beer, sno-cones. Event to be from 10am-3pm. Tickets purchased at clubhouse. Carol pointed out need for special insurance that she was to provide info about regarding charging for events with alcohol. No current updates on New Year’s Eve party funds request.

Pool Committee:

Secretary presented List of Tasks for pool maintenance and service, porter service and pool monitor for board to review. Motion to purchase two deck boxes (one to be placed at each pool) to act as a lost and found, and misc. toy holders, seconded and carried.

Review of outdoor pool furniture discussed. All furniture is to be inspected and repaired if needed. Board agreed to obtain quotes for new pool furniture.

Several members requested that the Pool Service be invited to meet with (whoever wishes to attend) regarding proper use and operation of spa.

Protective spa cover has arrived and is to be installed.

Concerns over new spa unit security discussed. Unit is password protected and has a locking cover on it.

Pool Monitor hours options presented as requested from Committee. Board motioned, seconded and approved the following pool monitor work schedule:

Option #2 - 32 hour work week, with 1 hour lunch. Approximate cost through end of August \$8192.00 (based on \$16 per hour x 16 weeks) Monday 12pm-9pm, off Tuesday, Wednesday and Thursday, Friday and Saturday 1pm-10pm, and Sunday 11am-8pm.

Committee recommends wrist band system to be given to residents that are current on their dues and eligible to use facilities. A band would be issued to each member of a family, given out at clubhouse and by pool monitor. Secretary to obtain and email pricing to all members. Fran Wilson wishes the record to reflect that she is opposed to this idea.

Safety Committee:

Property needs to post No Trespassing Signs in order to enforce this rule.

Committee to install Neighborhood Watch signs - they are free. Watch group is being revitalized in the neighborhood.

"Comprehensive Security Plan - Phase 1" presented and discussed. Highlights include issuing violation stickers to cars without guard issued visitor permits or resident stickers on vehicles, a remote access system at guard station and updating current post orders to allow for guard patrols. Carol Vasquez informed the board that the current remote number pad for entry is a fake face plate and is not active. Additional equipment purchase would be required. Approximate pricing is \$3500-\$5000 depending on features.

Transmitter tracking and purchasing handled by guards right now. Concerns about the security of this practice was discussed. Board feels that we need to develop a program to monitor and deactivate clickers of past residents.

Golf Committee:

Next tournament is June 2nd. There will also be a July 4th tournament before pool party and bar-b-que.

Clubhouse Committee:

It was suggested that new indoor chairs be ordered for use inside the clubhouse. Existing chairs are old, worn and deemed by some to be unsafe. Quote for 100 chairs was obtained at \$10.25 per chair with 2 carts to stack them on at \$90.00 each. Motion made, seconded and carried to purchase chairs and carts for clubhouse.

Magnolia Fisheries met with President and revealed that we have a pond weed problem that is a breeding ground for snakes. Motion made, seconded and carried to treat for pond weed and algae, and put in writing for Magnolia.

Motion made, seconded and carried to purchase fish habitat "spikes" that act as a floating moss protector. Price for 3 unites of 4-5 spikes is \$525.

Motion made, seconded and carried to purchase a Blue Gil feeder, that is solar powered and self sufficient for \$600 plus \$35 month for food. This will act to feed Blue Gil which will feed the bass acting as a long term fish supplement in the lakes.

There is a need to change the hours of the clubhouse operations to better serve residents over the summer season. New hours are forthcoming, pending reassignment of office staff hours.

General Info:

Town Hall meeting tentatively scheduled for July 9, 2007 at 7pm, at the Clubhouse.

Need to replace last tree on North West corner of Village and Patriot. It was removed due to extensive lean that could not be corrected.

A reminder was made that Liaisons from each Committee MUST send minutes from their respective groups to Carol Vasquez by the 15th of each month for inclusion in the board packet.

Additionally, all agenda items must be sent to Greg Hatt, President , by the 13th of the month for inclusion in board packet per email sent to all members.

**Next Meeting Scheduled for 4th Tuesday of the month, July 24, 2007
Heritage Lakes Clubhouse 6pm**

Minutes submitted by Tori Masters, Secretary, Board of Directors

