

**Heritage Lakes
Board of Directors Meeting
Minutes from December 18, 2006**

Meeting was called to order at 6:33p.m.

Attendance:

**Barbie Chandler, HOA Board President
Laurie Rilling, HOA Board Vice President
Roberta Bohnet, HOA Board Treasurer
Tony Petrone, HOA Board Member At Large
Linda Arquilla, SBB Management Company**

APPROVAL OF MINUTES OF November 11, 2006 MEETING

The Board reviewed the minutes from the November 11, 2006 Board meeting. A motion was made to approve the minutes, seconded, approved

I. FINANCIALS:

1. Reminder: The Financial notes should be included in the Board meeting packets.
2. There was a question regarding the payroll expense of 5112 versus the temp expense, 5115 was higher. Answer: Due to an increase in temp help in October which was paid in November.
3. Question about line item 5203, corporate franchise tax. A penalty in interest was paid. Linda to investigate.
4. Question about property tax, 5201. The amount is lower than what was budgeted. Linda to investigate. Move to December if they are paid.
5. Billed now for clubhouse floors. (See notes) Line item 5460
6. Halloween expenses not billed yet. They will be paid in December (line item 5106).
7. Linda to check on line item 5181- Petty Cash theft - to verify the correction as a credit.
8. A motion was made to approve the financials. A unanimous consent was heard.

II. MANAGEMENT REPORT:

1. Linda to check on the sizing of the Santa suit.
2. Clearview Windows did not show up to clean the Clubhouse windows. Laurie Rilling to call them.
3. Golf ball people – sent letter, got no response.
4. Common area trees – Linda to e-mail Laurie Rilling regarding tree quote before they are replaced. The funds will come from the reserve account
5. Janitor/Porter Service – The Board approved the bid submitted by Nightline Janitorial/Porter service. Nightline will replace Judy Henderson and Knights Janitorial.

III. OLD BUSINESS/NEW BUSINESS

1. Approved but not changed the number of homes to 590 and reduce special projects budget by the same amount. Motion made, seconded, approved.
2. Pet Stations – Approved five pet stations. Barbie Chandler to buy them and have them shipped to the clubhouse.
3. Table Republic land development until spring 2007.
4. Sean's Lawn to design new landscape/perennials installation at the clubhouse. Laurie Rilling to call Linda with the phone number.

IV. COMMITTEE REPORTS

1. Nominating Committee – Roberta Bohnet, Liaison
Thee flyer is too long and redundant. Roberta to tell Dudley to shorten the flyer to one page. Also, take out the information on the e-mail address. The contact information is Linda at SBB Management.
2. Mailed Proxy – Change the wording to incumbent. SBB will mail the election flyer. Linda needs the completed flyer by Wednesday. Linda will send a copy of the revised proxy to the Board for approval. Also, add details to proxy, address and fax number for SBB Management;
void after 3 months.
3. Architectural Control Committee – A final copy of the ACC design Guidelines have been sent to the Board for approval.

Meeting adjourned.

Next Board Meeting scheduled for Wednesday, January 17, 2007 at 6:30 p.m.