

Heritage Townhomes  
Board Meeting  
Minutes  
January 18, 2018

The quarterly board meeting was called to order by President, Jennifer Cutler, at 6:30 p.m. A quorum was established.

Those present were Jennifer Cutler, Becky Dayoc, Rhonda Norton and Sandie Miller and Lorena Spicher from Neighborhood Partners.

The minutes from the October 26, 2017 meeting were reviewed. Becky Dayoc made a motion to approve the minutes and it was seconded by Jennifer Cutler. The motion passed.

The Fourth Quarter financials were reviewed with attention to the budget. Rhonda Norton made the motion to approve the financial reports, seconded by Jennifer Cutler. The motion passed.

Sandie Miller gave the Management Report, including Account Receivable, past dues amounts and insurance. The billing schedule was reviewed.

Finished business was that the 2018 budget includes the increase in monthly dues.

Several items are unfinished. The process of finding someone to paint the entrance sign letters is continuing. Adding an H to the brick wall at the corner of Linda Lane and Harvey was re-visited and tabled. Completing the area that flooded with plants will be done in March. Painting the entrance and exit gates and pressure cleaning the tops of the columns were tabled until the next meeting as each director was going to report back on their opinion if it was needed or not.

The meeting was adjourned at 7:20 p.m.

Meeting Documents:

Agenda

Meeting Minutes 10/26/17

Profit & Loss Statement

Balance Sheet, Cash & Accrual

4<sup>th</sup> Quarter Financial Reports