

HERITAGE TOWNHOMES HOMEOWNERS ASSOCIATION
MINUTES
THURSDAY, OCTOBER 17, 2019
via email October 21, 2019

This email is to follow up on last Thursday's board meeting. With Rick out of town on a family obligation, Dave being stranded at the airport in Oklahoma City and no response from Lindsey, we did not have a quorum to proceed with the meeting.

With and staying with in the accordance of the law, David and Jennifer proceeded with all the topics on the agenda as an informational meeting with discussions only and recommendations to the board.

Agenda topics were discussed as follows;

Minutes for July meeting - needs to be submitted & reviewed for vote

Treasurers Report

3rd Quarter Financials were reviewed via email. David made the motion to approve, Rick seconded the motion all are in favor and the motion carried.

Management Report

Sandie reviewed the 2020 Calendar. The Pay on Line option with the PayLease program has been setup on the association website. Email advising how to setup account on PayLease will be sent to all owners at the end of October. The past due amount is \$396 which owed on one property which is currently on the market. The number of owner occupied, rentals and weekend homes remain the same as July meeting. All insurance is current except one property which is insured by USAA so we cannot request a copy of the policy. The owner has been fined.

Unfinished Business

Restated CCRs - Discussion was held on the signatures for the Restate CCRs, Jennifer is the still available for our weekend owners to sign. Owner emailed a concern about policy. This was forwarded to the association attorney.

Drainage on sidewalk - reviewed the 3 bids, recommend moving forward with Greener Images 1607-1611 Ethic only. David made the motion to approve Greener Images installing the drainage, Rick seconded the motion, all are in favor and the motion carried.

New Business

4. *Landscape Bids* - reviewed the 3 bids, recommend rolling over the existing contract with Greener Images for another year. Per discussion, David deferred to the on-site Directors regarding the landscape contractor. Jennifer requested that the Landscape bids be emailed to the board for review. Discussion tabled at this time for review of the bids.

5. *Entrance Gates*

- *Exit gate* - discussion and recommend tabling for discussion at the 2020 Annual Meeting
- *Preventive maintenance program* - discussion held and recommend including in the 2020 Budget. David made the motion to proceed with the maintenance program on the entrance and exit gates, Rick seconded the motion, all are in favor and the motion carried.

6. *2020 Proposed Budget* - reviewed and edited budget, recommended to include the maintenance contract for Gates \$675, Staining of Phase 1 fences and pull funds from the maintenance account \$7,500 (this is an estimate will have to bid out), delete the Auto Transfer of \$750 each month. 2020 recommend to budget funds for maintenance account. David made the motion to approve the 2020 Budget, Rick seconded the motion, all are in favor and the motion carried.

Discussion was held and the *Heritage Schedule of projects w increase* was reviewed and it was recommended to revise for 2020 allowing for 5% increase of Expenses starting 2021 and each following year. This will cover the increase cost of maintenance and contracts. As discussed, the estimate of \$11,385 Maintenance Fund Balance for opening of 2020 less the \$7,500 puts us at a projection of \$3,885 for ending 2020 plus any funds not used. We will be close to the \$4,939 estimate. David made the motion to approve the revision, Rick seconded the motion, all are in favor and the motion carried.

Email meeting completed on November 4, 2019