

**HERITAGE TOWNHOMES HOMEOWNERS ASSOCIATION**  
**ANNUAL MEETING MINUTES**  
Thursday, April 22, 2021; 6:30 PM  
Heritage Lane in front of the pool

**Members Present:** Dave Van Noy, Rick Rossier, Jennifer Cutler, David Cole, David Fujimoto representing the Association Board. Sandie Miller representing Neighborhood Partners.

**Proceedings:** Dave Van Noy called the meeting to order at 6:32 PM. 14 owners are needed for a quorum. 17 owners were present and 4 submitted absentee ballots and proxy cards. Quorum was established.

**Minutes:** David Cole, Board Secretary, announced the minutes from the September 24, 2020 Annual Meeting were approved by the Board in October, 2020, and are posted on the association website, <http://heritagetownhomeshoa.com>. David asked if there were questions, none were raised.

Rick Rossier asked for volunteers to help count the ballots, Mr. Brown and Mr. Durrett completed the ballot count. The meeting proceeded during the ballot count.

**Treasurers Report:** Jennifer advised that the yearend 2020 financial documents are posted on the association website, it was explained that 2020 ended ~\$7,000.00 over budget due in large part to unexpected expenses with the call box and increased cost in materials on projects. Funds were transferred from the maintenance account to cover the additional costs. Discussion continued on the 2021 Budget and Q1 results, currently we are under budget. Q1 results are posted on the association website.

Concern was raised by owners about landscaping plants damaged by the winter storms, *are they going to be replaced?* Jennifer mentioned that we do not have a specific budget item for replacing damaged plants, and Sandie explained that landscapers are recommending no action until after April to see which plants revive. It was requested that the specific issues discussed concerning shrubs at 1614 Fable be emailed to the Neighborhood Partners Office email. Additionally, an email will be sent to owners requesting information about front yard landscaping freeze losses.

**Management report:** Sandie Miller presented the management report.  
The current past due amount is \$2,085.73, on one property and it is in collections.  
There are no liens filed at this time.  
Currently there are 26 Homeowner residents, 19 Rentals and 9 Weekend residents.  
Discussed Property Owners Insurance, all 54 are up to date.  
Sandie discussed the new office location for Neighborhood Partners. It is in the Castlegate front entrance. Sandie invited folks to visit, and mentioned there is a drop box for after hours access to make payments.

**Topics to Discuss:** Dave Van Noy provided detailed discussion on the flooding engineering study. A copy of the first several pages of the Preliminary Engineering Report that summarize options was provided to all present, and the entire report is available on the website. Several options were identified and described, but none are easily accomplished and most are cost prohibitive. The cost of the study to date was invoiced at \$2,700.00. The engineer recommended surveying the elevation of the property subject to flooding to determine if the final installed grade matched the designed grade. The survey would be an additional expense of up to approximately \$1,000.00. Concerns were voiced from owners about the value of the survey for the entire community, stating that it is more an individual home owner issue to complete the survey. An additional concern was raised about ingress and egress at Heritage Townhomes during flooding conditions and other extreme weather events (icing). The Linda Lane main entrance is not accessible, and the Hwy 30 gate is set up as exit only. Owners want a clearly defined plan for opening the Hwy 30 gate when the main entrance is not accessible.

Note: after the meeting several people were shown how to manually open the gates and secure them open.

A motion was made from the floor (Mr. Brown) to allocate the Special Assessment funds remaining from the engineering study to the general account. The motion was seconded (Mr. McBride) and the motion was approved by the members present by majority show of hands.

A motion was made by Mr. Rossier to complete the survey on property subject to flooding, and it was seconded (Mr. Van Noy). The motion failed with only 6 votes supporting the motion.

The long range budget plan was discussed, the 20-year plan spreadsheet describing dues increases, projected major projects and maintenance fund accumulations was handed out for review. There were concerns raised about dues increases. David Cole discussed the basis for long range planning, explaining that projects such as painting, roadway repairs, fence and pool maintenance, and eventually roofs again will continually need addressing. There are 2 basic approaches, have dues at a level that a maintenance fund accumulates over time to address routine and unexpected expenses, or keep dues at minimum O&M expense level and pay for capital expenses/improvements with special assessments. David Fujimoto mentioned that Board discussions about funding and expenditures are seriously debated, nothing is taken for granted.

Questions were raised about roof damage from the recent hail storm, several people have looked for damage and have not seen any, and there was no damage to vehicle from the hail.

I did not record notes about a formal inspection, but I thought someone did have an adjuster inspect their roof? Help with comments?

**Announcements:** Rick Rossier announced the election results, Dave Van Noy and Jennifer Cutler were on the ballot for re-election and both received ?? votes and are re-elected for a new 2-year term. There was 1 vote for a write-in candidate.

Rick Rossier, David Cole and David Fujimoto begin their second year of a 2-year term.

**Adjournment:** Meeting was adjourned by Dave Van Noy at 7:32 PM.

#### Post Annual Meeting Director's Meeting:

The meeting was called to order at 7:36 PM, the Board members agreed to retain their current role on the Board. No new business was discussed. Meeting was adjourned at 7:42 PM.