

HERITAGE VILLAGE MASTER COMMUNITY ASSOCIATION

Board of Directors Meeting

Date: August 25, 2021

Place: ELECTRONIC: 6:00 P.M.

APPROVED

THE MEETING WAS HELD VIA REMOTE ELECTRONIC MEANS

Call to Order

- Meeting was called to order at 6:00 PM by Nelepovitz.

Roll Call

- **Present:** Nelepovitz, Bratton, Hintz, Chicky, Zellner and HVMCA manager.

Approval of Agenda

- Bratton motioned to approve agenda, Zellner 2nd; Unanimous.

Approval of Previous Meeting Minutes

- **Approval of Board Minutes: Regular Session Minutes 08/04/21.** Chicky motioned to approve minutes with corrections; Zellner 2nd; Unanimous.

Public Comment

- Resident was inquiring about when the mailboxes will be installed.
- **ACTION:** Manager to have the crew install the mailboxes.

Accounts Receivable/Aging

- The board reviewed an Accounts Receivable/Aging Summary report dated 7/30/2021.
- Manager explained the amount of \$42,9752.52 was a result of a document received from Burkey Cox for Adjusted Journal Entries to reconcile Quick Books with Accountants software program as noted in past two audit reports. Manager stated that she and the bookkeeper have a meeting scheduled with Burkey on August 31, 2021.
- **ACTION:** Chicky to attend August 31st meeting with manager and bookkeeper for clarification of Journal entries.
- **ACTION:** Manager to keep on agenda for next financial meeting as Journal Entries.
- Board member mentioned a discrepancy with HOA fees account.
- **ACTION:** Manager to send statement to Bratton for review.

Financials

- The board reviewed July 2021 bank statements
- Board member discussed operating account 2413 with uncleared transactions. Manager stated under Deposits and Credits the zero amounts are voided checks and it cannot be changed to reflect “voided checks”. There is also a deposit from 11/18/2018 for \$2106.00
 - ACTION: Manager to have bookkeeper to research the \$2106.00 deposit.
- Board also discussed under Checks and Payments General Journal \$-725.03 from 6/30/20 as well as a transfer \$-1200.00, and Deposit for \$-6568.00 for 2020.
 - ACTION: Manager to work with bookkeeper on the transfer and deposit on researching them.
 - ACTION: Manager to check with bookkeeper to see if the General Journal is a result from the Adjusted Journal Entries that Burkey Cox requested bookkeeper to adjust.
- The board reviewed July 2021 P &L. In the 4001 the amount is off by .04 cents. It was also discussed that the alignment is off.
 - ACTION: Chicky to check on the transfer amount of .04 cents.
 - ACTION: Manager to correct the alignment issue.

Old Business

Governing Documents

- Board discussed the governing document questionnaire. Manager stated that only three questionnaires have been returned.
 - ACTION: Manager to go through questionnaires when they are all received and document any discrepancies.

Landscape Policy/Guidance

- Nelepovitz discussed that he has only received one response from Architectural Committee regarding a policy for the mow strips.
 - ACTION: Manager to keep on agenda

Re-Keying

- The board discussed re-keying, the idea of a card entry system, and the possibility of permanently closing East and West gates was also discussed. It is thought that re-keying should be done in the fall.
 - ACTION: Manager to send an email to RRH explaining the gate situation between Heritage and the Hospital and get their thoughts on Heritage residents using the gate.

Use of Clubhouse

- Board discussed the request from the exercise group to have use of clubhouse.
- MOTION: Hintz I move we disapprove the request for the exercise group to use the clubhouse, Zellner 2nd; 4 ayes, 1 nay.

Employee Handbook

- Board discussed the employee handbook and approved recommended change to add a section on Grounds Landscape and Maintenance (GLM) employees.
- ACTION: Manager to add an addendum to handbook with approval date and give copy to grounds crew. The addendum will be incorporated in the Handbook the next time the Handbook is updated.

New Business

Grounds Maintenance Liaison

- Hintz proposed to the board that he is willing to be the grounds maintenance liaison.
- ACTION: Nelepovitz to discuss this idea with Ramon.
- ACTION: Manager to keep on agenda under old business.

Clubhouse Security

- Board discussed the estimate from San Juaquin for a higher fence around the pool. Board discussed different options.
- Board discussed the security cameras and possibly upgrade monitoring system.
- ACTION: Manager to set up meeting with Hintz, Cosner Neipp and manager.
- ACTION: Manager to check with Cosner Neipp on updating or adding more cameras.
- ACTION: Manager to draft an email for the community for volunteers to serve on a committee for pool security and send to Bratton.

Committee Reports

Architecture/Landscape

- Board member commented on the need for some homeowners to paint their homes, Chicky stated we should add this to the newsletter.
- ACTION: Manager to include paint inspection during routine inspections.
- Manager informed the Board that the architectural form for a house on Mountain View Drive was disapproved. Manager explained to the homeowner that the architectural committee would like to see grass or xeriscape instead of just pebbles.

RV Committee

- No report

Grounds Crew

- No report

Resident E-mail Correspondence

- None.

Manager's Report

- Manager stated a new seat for the grounds crew truck was purchased and the cost of the rental truck that was used while the crew's truck was undergoing repairs after an accident has been submitted to Allstate for reimbursement.
- Board reviewed the addresses on Heritage Drive with the mow strips.
 - ACTION: Manager to verify address on Heritage Drive for the approved architectural form and send to board.
 - ACTION: Nelepovitz to verify note on architectural form stating 60 days.
- Board discussed three from A & R Construction, Cordell Construction and The Fix, for the pump room door. Nelepovitz stated this is a safety issue and will call an emergency board meeting if necessary to accept a bid.
 - ACTION: Manager to contact Cordell Construction and The Fix Construction on lead time for the door and, type of door, also to ask Cordell if this includes hardware.
- Manager related to board that a tree on Heritage Drive needs to be removed due the root pushing the curb and gutter up causing the standing water.
 - ACTION: Manager to get estimate from Ridgecrest Tree Service.

Adjournment

- Motion to adjourn; Chicky; Zellner 2nd; Unanimous.
- Meeting adjourned at 9:05 PM.

Respectfully submitted,

Sue Henderson, HVMCA Manager

**Next Scheduled HVMCA Board Meeting:
September 15, 2021 at 6:00 PM
NOTE - An Owner Has The Right To
-Have A Copy Of Approved Minutes Upon Request
- Speak To The Board Of Directors During Public Comment
-Action By The Board May ONLY Be Taken On Agenda Items**