

# Highland Park Annual HOA Meeting Minutes

June 13, 2017

Rudolfo "Corky" Gonzales Branch Library

6:00 p.m.

- I. Call to Order
  - A. Meeting called to order 6:05 p.m.
- II. Verification of Quorum
  - A. Board members present: Susan Key, Marcia Lotito.
  - B. Shannon McCarthy/Capitol Hill Management Co. present.
  - C. Quorum met: Kristen Wieggers (B104) and Tracy Ranta (B107) present; eleven signed proxies (A102, A103, A108, B101, B102, B103, B108, C102, C103, C104, C201).
- III. Review and Approval of 2016 Annual Meeting Minutes
  - A. Susan moved to approve minutes; Marcia seconded.
  - B. Minutes approved.
- IV. 2016 Year End Financial Statement
  - A. \$9887.97 Operating
  - B. \$32,887.74 Reserve
  - C. Tree-trimming; balcony repair, sprinkler repair, stair and porch painting, payment of wastewater management back-taxes hindered savings.
- V. Budget for 2017
  - A. Review and discussion of yearly expenses and unexpected costs, vendors, projects completed, and anticipated projects led Susan to motion that the 2016 budget be adopted for 2017.
  - B. Those attending seconded to approve the 2017 budget.
- VI. Report of Officers/Unfinished Business
  - A. Completion of vertical panel replacement in entryways of buildings A and C. Project cost: \$5,997.00.
  - B. Siding repair, seal, and paint is underway where necessary on building C by Jim Williams.
  - C. West side of building C was painted in April by Proff Painting. Project cost: \$4,900.00.
  - D. Rock landscaping completed by Tom and Jim Williams the week of May 15th. Project cost: \$737.21 materials; \$700.00 labor.
  - E. Sensors controlling porch and garage lights need to be replaced in units A105, A106, B101, B102, B104, B107. Tom Williams will replace the sensors without needing to switch breakers off inside individual units.
- VII. New Business
  - A. \$18,529.29 in Operating and \$32,898.55 in Reserve as of April 30, 2017.
  - B. Steadily increasing costs for property maintenance and unexpected expenses prevented building up the Reserve.

- C. Currently the HOA does not have funds available to paint the property, which was last done in 2009.
- D. The Board proposed HOA dues be increased to \$275 per month to keep up with the escalating cost of maintenance (labor and materials) as well as to provide capital necessary for painting by 2019.
- E. Susan motioned the increase; Marcia, Tracy, and Kristen seconded \$275 monthly HOA dues, effective August 1, 2017.
- F. Estimate requested from Tree Medicine for injection of nutrients to property trees fall 2017.

VIII. Election of Two Directors to the Board

- A. Susan's term as President ended with the 2017 Annual Meeting. However, her willingness to continue for another year and her hard work to maintain property, etc. resulted in her re-appointment.
- B. Kristen was appointed Secretary due to Eva vacating position.

IX. Open Forum

- A. Dumpster across alley from A building is a constant mess and obstructs view of drivers. Kristen has contacted the city numerous times the past year to request clean-up and possible removal. Kristen will again follow up to find out status.
- B. Tracy proposed a mirror be installed in the mean-time to prevent accidents. Shannon will look into cost and logistics.

X. Adjournment

- A. Meeting adjourned 7:04 p.m.