

MEADOWBROOK HEIGHTS HOA EXECUTIVE BOARD MEETING

Thursday, July 15, 2021

10:00 a.m.

Members in Attendance:

Paul Pfeiffer, President; Linda Pfeiffer, Secretary/Treasurer; John Lewis, Vice-President; James Westerfield, Member-at-Large; John Meyer, Member-at-Large

The meeting was called to order at 10:05 with the members indicated present. No members were absent. All members received copies of the last Executive Board Meeting Minutes for review as well as the year end financial documents and the proposed budget for the 2021-2022 fiscal year.

Starting with the minutes of the last meeting, discussion was solicited to determine errors or corrections that needed to be made. John Lewis moved to accept as presented. Paul Pfeiffer seconded. All were in favor.

Treasurer presented P & L and Balance Sheet for last fiscal year with updates since July 1. The only items unusual to the normal expenses were for the work done on the irrigation system related to the water grant and the emerald ash borer treatment.

John Meyer mentioned Paul's efforts regarding the grant and the irrigation (ongoing) projects. This brought up the possibility of applying in the future for a grant for the project needing done on First Street with the south facing hill. With the zones having been shut down we may have a difficult time showing a "reduction" in water use after any work would be completed unless we turn those zones back on to show the usage first. No further questions were raised.

Moved on to Proposed Budget for 2021-2022. Treasurer suggested that an error has been made to this proposal as well as last year's budget. Each budget shows the full amount being budgeted for the EAT (Emerald Ash Borer Treatment) although treatment occurs only every two years therefore, only half should be budgeted for each year. The second error shown indicates the \$9,000 budgeted for the upcoming year without taking into consideration the lack of receipt of an invoice for the water and electric over the last couple of months. This will be in the neighborhood of \$3,000 and will fall in the 2021-2022 fiscal year accounting cycle therefore needs to show an additional \$3,000 being budgeted for it. As a result, an adjustment will be made to move \$3,000 from the EAB line item to the Utility: Water line item to accommodate the lack of receipt of a utility bill since April. \$12,000 should not be an ongoing amount moving forward unless warranted by actual expenditure during the 2021-22 fiscal year for water used during that period.

This led to a discussion of projects related to the trees needing to be properly trimmed. Paul brought up the complaint from a homeowner about the lack of proper trimming being done. We know that Tom's people are not qualified tree people/arborists so we will reach out to Rocky Mountain Tree service, who has done work for us in the past. A phone call to Mark (RMT) indicated that he will be coming out next week to look at the project. We may want to consider future budgeting for once or twice a year tree trimming and upkeep. In the interim, Paul asked for Board approval to spend \$800-1,000 on tree trimming. Linda asked for a move to accept the budget first or to move funds from one area to another to allow for the tree concerns. Discussion around movement of funds would most reasonably come from "Beautification Work" reducing it from \$2150 to \$1150 and creating a line item for Tree Trimming at \$1,000. Linda moved to accept the proposed budget. James seconded. All were in favor.

Next item was to set a date for the Annual Membership meeting. Linda suggested September 1 to start the discussion. James works but is okay for August 25 - all members were okay with this option. The date and time were set for August 25, 2021 at Celebration Church at 7:00 p.m.

New Business:

Need quorum and Board volunteers - President and Treasurer/Secretary announced their resignations, effective the end of the annual meeting August 25th.

Discussion centered around what happens if no one steps up. John Lewis indicated that at this time he will stay on (as VP) but he is dealing with medical issues and could not do more if required. It was mentioned that the responsibility of the annual meeting is to elect the new members, the positions are then decided by the Board at its first scheduled meeting. It was further discussed that the position of Treasurer could be an issue if none of the Board Members are comfortable with the bookkeeping and accounting required for the position. It is possible that the Board may decide to hire an outside bookkeeping concern with the understanding that the rate will be higher than has been paid. It is also possible that the new Board may decide to hire a property management company. While this would mean a significant increase in dues it would remove a good deal of the workload from the Treasurer leaving the focus of the group to hold meetings, oversee the management company, approve expenditures, and deal with the other concerns of the community.

No further new business was suggested.

Move to adjourn was made at 11:04 by Linda, seconded by John Lewis. All in favor.
Minutes submitted by Linda Pfeiffer, Secretary/Treasurer