

High Meadow Tax District Board

Meeting Minutes February 10, 2011

Summary

- Snow: unit owners should clear snow from outside heating units; any remaining roof problems should be reported to Greenfield.
- Budget: Estimated \$25,243.10 budget shortfall by year-end
- Finance committee needed to address budget shortfalls for this year, budget planning for next year, reserve study
- Other committees needed: Septic, Pool & Playground
- Special Meeting to be held March 19, 2011 to address budget/reserve funding, and change to quorum definition on Board
- Quarterly Newsletter to be finalized & distributed week of Feb 14, 2011
- Tulio Lopez nominated as Vice President of TD Board

Opening

The regular meeting of the High Meadow Tax District Board was called to order at 7:06 p.m. on February 10, 2011, at the High Meadow clubhouse by Pete Citrone.

Present

Peter Citrone	Tax District Board President
Shawn Barrett	Tax District Board, Treasurer
Kerri Pierz	Tax District Board, Secretary
Tulio Lopez	Tax District Board, Director
Kathy Craig	Greenfield Property Management

A. Approval of Agenda

N/A

B. Approval of Minutes

12/9/2010 Minutes Approved

C. Property

a. Landscaping

- a. Expect significant shrubbery damage in the spring due to all the snow. Will determine how to manage once it can be evaluated.
- b. Snow:
 - i. Additional snow removal outside of regular contract is expensive (\$275/h). Therefore limit additional snow removal projects such as removal at intersections & ends of driveways.
 - ii. Risk of hitting transformers, phone boxes, etc that can no longer be seen
 - iii. Warmer temps expected over next week or so – a lot of snow melt expected & may resolve any of the remaining visibility issues
 - iv. Owners should clear snow from outside heat units. Ice is thick around the bottom of the unit. Trick that helps: fill women's stockings with ice melt & wrap around bottom of heating unit.

b. Roads

- a. Third & final phase of road repairs needs to be scheduled – part of 2012 budget
 - i. Cape Sealing – \$85k (additional assessment needed)
 1. Schedule TBD: either Spring 2011 (FY2011) or after June 30, 2011 (FY2012).

c. Septic/Sewer

- a. Septics
 - i. Learned that there are actually 2 tanks in field that has had problems
 1. 1 fills with solids, liquid overflows into 2nd tank that has been overflowing through the manhole
 2. May need to replace the baffle the prevents the flow of solids
 3. It may not be an issue of groundwater getting into the tanks as predicted
- b. Sewer:
 - i. WPCA
 1. No Update
 - ii. Developer of High Meadow paid money to WPCA in the event of a septic failure
 1. No Update

d. Water

- a. Board to verify whether tax assessment is tax deductible

D. Amenities

a. Clubhouse

- a. Clubhouse has been cleaned
- b. Risk of pipes freezing – if temps plummet, then Board member should turn on the heat & run water in bathrooms. Biggest risk is in women's room since it's on the side of the building that gets

the wind. Board should pay attention on weekends in particular, when not monitored by Greenfield.

- b. Pool**
 - a. *No items for discussion at this meeting*
- c. Tennis Courts**
 - a. *No items for discussion at this meeting*
- d. Basketball Court**
 - a. *No items for discussion at this meeting*
- e. Playground**
 - a. *No items for discussion at this meeting*

E. Property Management

- a. Board**
 - a. Vice President open position:
 - i. Shawn nominated Tulio, Pete 2nd's the nomination. Tulio accepted.
- b. Property Manager Report**
 - a. Property report provided by Kathy
 - b. Financials:
 - i. Estimated \$25,243.10 budget shortfall by year-end
 - ii. Reserve Study: \$385k in first 2 years. Consider ways to fund:
 - 1. Bond: carrying costs, ~2.5% rate, \$10-12k/y in administrative fees
 - 2. Special Assessment: \$2500/y for 2y per unit. Deposit all under Tax District for tax benefits. It is allowable to move money between HOA & TD as-needed, but should collect all under TD.
 - 3. Increase Annual Budget: higher monthly fees per unit
 - 4. Other options to be determined by Finance Committee

	This Month
Total Receivables	\$ 34,429.14
Cash Balances – Operating Account	\$ 4,511.84
Cash Balances – Savings Accounts	\$ 2,992.32

- c. Budget**
 - a. Preliminary budget in April, Final in May for owners meeting to vote
 - b. Pete and Kathy will present the budget at the annual meeting in May – Mike present for questions on Reserve Study. Finance Committee to be present as well
 - c. Clarify who votes on TD budget – **Kathy** to get opinion from Chris Leonard
- d. Communications**
 - a. Notify owners of Special Meeting on Saturday, March 19th 10:00am
 - i. Educate about current operating expenses
 - ii. Discuss anticipated upcoming expenses according to Reserve Study
 - iii. Vote to changes to quorum requirements for board (recommend quorum = majority, therefore on 5 member board, quorum = 3)
 - iv. **Pete** will draft notice; **Kathy** will distribute, including publishing in newspaper
- e. Legal**
 - a. No Updates
- f. Homeowners Handbook**
 - a. Handbook has been distributed to all owners
- g. Resident Satisfaction Survey**
 - a. Survey summary has been distributed to all owners
- h. Financial Audit**
 - a. No Update
- i. Reserve Study**
 - a. Completed
 - b. Need Finance Committee to work on how to address items identified in Reserve Study in context of regular operating budget
- j. Quarterly Newsletter**
 - a. **Kerri** to finalize for distribution week of 2/14/2011

- b. This issue will be distributed in print & by email. Future issues will be sent via email & only send hard copies upon request to save costs & facilitate distribution.

k. Undeveloped Land

- a. No Update

l. Committees

- a. Finance
 - i. Recommend: Helmet Delille, Mike Lofrumento, John Frederick (Shawn to invite)
 - ii. Focus: budget shortfalls for this year, budget planning for next year, reserve study
- b. Septic
 - i. Recommend: Steve Dwyer (Kathy invited via email), Tulio Lopez, Frank C (Kathy to invite, Pete to follow-up by phone)
- c. Pool & Playground
 - i. Recommend: Tatyana Myslovski, Jeff Dunkerton

F. Agenda for Next/Future Meetings

- Review need for Charter amendments (on-going):
 - Minimum duration of lease: change from 60d to 12 months [This would be a By-Law amendment to be done by HOA]
- Information from Mike on master Direct TV dish
- Status of Audit
- Spring 2011 Projects:
 - Install water fountain at pool
 - Paint depth markers on pool deck
 - Replenish rubber pellet ground cover in playground
 - Cape sealing of roads (or Summer/Fall)

G. Adjournment

The meeting was adjourned at 8:40 p.m. by Mike, seconded by Pete – agreed by all. The next meeting of the High Meadow Tax District Board will be at 7:00 p.m. on Thursday, March 10, 2011, at the High Meadow clubhouse.

Minutes submitted by: Kerri Pierz

Minutes approved by: