

High Meadow Tax District Board

Meeting Minutes September 8, 2011

Summary

- Presentation by Jeff Dunkerton on options to replace basketball court; budget assessment needed to determine which option we can select and when the work can be done
- Driveway repair work to begin on highest priority driveways by Silvero's on 9/12/2011
- Some owners who are delinquent on payments have expressed interest in setting up a payment plan; Kerri will contact those owners to follow-up
- Need to receive completed audit – board requested final deadline of Oct 1st; Kathy will follow-up and will research new firms to conduct next audit given the long delays with the current company
- Newsletter in progress to be distributed by Sept 30th
- Pool will remain open until Sept 26th
- Board will seek to recover sales tax paid on trash removal from past 16 months

Opening

The monthly meeting of the High Meadow Tax District Board was called to order at 7:05 p.m. on September 8, 2011, at the High Meadow clubhouse by Pete Citrone.

Present

Peter Citrone	Tax District Board, President
Tulio Lopez	Tax District Board, Vice President
Kerri Pierz	Tax District Board, Director
Kathy Craig	Greenfield Property Management
Jeff Dunkerton	Recreation Committee

Presentations to HMTD Board

A. Recreation Committee (Jeff Dunkerton)

- 1) Options to improve basketball hoop amenity: current court is crumbling and hoop needs replacement
 - a) Do nothing – court would remain essentially unusable
 - b) Repave existing court & replace hoop
 - i) Approximately \$1400 to resurface existing court (2" coating) + costs for new hoop
 - c) Install new hoop in tennis courts since those surfaces are maintained as well; based on tennis and basketball use, do not expect a conflict
- 2) Consider location of hoop –
 - a) Front tennis court: not preferred because it gets more use to play tennis
 - b) Back tennis court on left: not preferred because is closer to units on Eastview
 - c) Back tennis court on right: preferred position
- 3) Estimates obtained from 2 companies
 - a) M&M
 - i) \$2915 (includes necessary work to reconfigure the fence)
 - b) Best in Backyards
 - i) \$1999 (likely does not include additional work on fence)
 - c) Costs could be lower if go with a lower grade hoop
- 4) Budget (Please confirm this information)
 - a) \$2500 in Reserve collection 2011
 - b) Budgeted to spend in 2012
- 5) **Kathy** will send pictures of the basketball set-up at her condo done by M&M

A. Quorum Check

- 1) Confirmed: 3 of 5 board members present

B. Review and Approval of Past Meeting Minutes

- 1) Minutes from 8/11/2011 monthly HMTD Board meeting accepted as amended

C. Property Manager's Report

- 1) Tree Work
 - i) 2 trees down in Tropical Storm Irene – cleared away by Sunset Tree
 - ii) Stump grinding complete
- 2) Gutters
 - i) Larger gutters needed – collect estimates for 6” gutters to replace any gutters that are too small
 - (1) HOA needs to decide; **Pete** to send email request to HOA Board to consider at next meeting in October
 - (2) **Kathy** will obtain estimate from Mas and Affordable Roofing
- 3) Driveways
 - i) 9/12/2011 Silvero to start
 - (1) Need to communicate to owners; can't park in driveways for 3 days – allowed to park in road without towing; **Pete** will contact all affected owners by phone/email and in-person
- 4) Wasps at pool, nest may be in ground – **Kathy** will follow-up
- 5) Clubhouse: urinal in men's room is cracked and leaking – needs to be replaced
 - i) **Kathy** is arranging for replacement
- 6) Financial Summary as of 8/31/2011
 - i) Total Receivables \$ 46,648.51
 - (a) 26 notices sent via certified mail to collect special assessment
 - (b) **Kerri** to contact two delinquent owners who expressed interest in establishing a payment plan; they need to put it in writing though
 - (c) Board agreed that it is OK to waive late fees when needed
 - ii) Cash Balances \$ 2,432.82 (Operating Account)
 - iii) Cash Balances \$ 34,144.22 (Savings Reserves)
- 7) Service Request Tracking sheet provided and reviewed
- 8) Reserve Spend Tracking provided and reviewed
 - i) Expect to overspend on driveways, but will be underspending on retaining walls, tree work & 50-60LW foundation support
- 9) Audit
 - i) Kathy has requested update on audit report from JR Wolffe
 - ii) TD needs to conduct one every 2 years
 - iii) Audit in-progress is for FY end June 30, 2010
 - iv) Accountant agreed to have audit done for distribution at June meeting (2011) – still not received.
 - v) Board decided this audit needs to be finalized by October 1, 2011 – **Kathy** will communicate to accountant
 - vi) **Kathy** to find new auditor for FY2011

D. Newsletter

- 1) Kerri emailed outline of content for Sept newsletter – minimal feedback so will go ahead as outlined
- 2) Some topic suggestions:
 - a) If electricity knocked out to pump station and the generator fails, only then could we lose water – this is an unlikely scenario
 - b) Tough economy – common fees for HOA & TD, and special assessments – reach out to the boards to make payment arrangements. It's in the best interest of all of us to work something out
 - c) Safety reminders: chimney cleaning, dryer vent cleaning, inspection of circuit breakers
- 3) Content needed by Sunday 9/18/2011**
- 4) Future Dates
 - a) September 30th
 - b) January 1st

E. Committee Reports

- 1) Sewer
 - a. Some wildlife concerns will be addressed – a consultant will go evaluate if there is any issue
 - b. Formal application for sewer hook-up to be submitted to Wetlands Committee by November
 - c. Escrow account for High Meadow for **\$14,485.79** held by Wetlands for maintenance
 - i. That money can be released when we do the hook-up
 - ii. Get additional clarity on how this money can be used (**Tulio**)
- 2) Landscaping
 - a. Completion of tree work: weather-dependent, should be tomorrow or Saturday
- 3) Recreation
 - a. Jeff Dunkerton presented to board the options – see notes at top
 - b. Pool closing: 9/26/2011
 - i. Jeff can open, Steve D can close
- 4) Finance
 - a. No update
- 5) Land Development
 - a. Set-back requirements: 100' set back from side- and rear-line property
 - b. Kerri to contact Robert Morey of RE/MAX to see if he can assist is assessing property value

F. Old Business

- 1) Security Cameras in Pool Area
 - i) Guy Holick from All-Ways Secure attended August meeting
 - ii) Board agreed at August meeting that a cost/benefit analysis is needed
 - iii) Insurance agent has indicated that no real impact would be observed on insurance rates (this is counter to what is generally believed to be true; consider collecting additional information)
- 2) Quote for support on hillside below 50LW: \$6800 (less than anticipated)
 - i) Work to begin after 2nd quote (Illescas) is received and a Board vote is held since amount is over \$5000

G. New Business

- 1) Tax exemption rule for services
 - i) Can recover sales tax paid on past 16 months of trash removal

H. Adjournment

The meeting was adjourned at 8:38 p.m. The next meeting of the High Meadow Tax District Board will be held on Thursday, October 13, 2011 at 7:00pm in the High Meadow Club House.

Minutes submitted by: Kerri Pierz

Minutes approved by: