

Northern Heights Community Association
2018 December Meeting
December 12th, 2018
Minutes submitted by Sarah Messmer

1. Call to Order

Roberta Walker called the meeting to order at 7:32 p.m., which was held at 1351 McLeod Rd. Present were board members, Roberta Walker, Marty Sauvage, Bryan Jones, and Mike Yeend. Also present were community members, Mike DiSpigno, Matt Seldal, and Carol Smith. Sarah Messmer called into the meeting and was on speaker phone.

2. Approval of Minutes from November Board Meeting – board approved the November Meeting Minutes with no revisions.

3. Treasurer's Report:

- Checking Account balance as of 11/14/18: \$6,255.87
- Storm Water Account balance as of 10/31/18: 17,990.02
- Reserve Account balance as of 10/31/18: \$10,280.00
- Marty to start sending the monthly checking account statement to all board members.
- The treasurer's report was approved as presented by the treasurer at 7:40 p.m.

4. Old and New Business

- Mike DiSpigno, Roberta Walker, and Marty Sauvage met with two different contractors this past month in order to collect bids for fixing the drainage issues at the park entrance on Olivia Court.
 - All Phase Excavating bid \$4,873.15 and assumed the drainage system would be 40 ft. long
 - R&R excavating bid \$6,130.25 and assumed the drainage system would be 80 ft. long
 - The job would take a couple days to complete and funds would come out of our reserve account balance.
- Mike has two other contractors who are interested in bidding on the job.
- The board decided we would like the drainage system to be scoped so that the contractors know how far they will have to build the drainage system. This will help firm up the bids.
 - Mike DiSpigno will work with the contractors to get the scoping done soon.
- During the work to find a contractor it was discovered that the drawings of the plots on Olivia do not show Northern Heights Community Association having an easement for the park entrance and trail. This means Carol and Matt have the

rights to that land. Bryan was an engineer on the community's engineering design firm and says that many other drawings do show the easement, but the easement was left off the final document.

- Marty is going to contact Greg Thulin (Northern Heights' lawyer) to find out who is currently liable Northern Heights or Carol Smith and Matt Sedal if someone were to fall on the trail.
- Bryan is going to draft a legal description of the easement issue and bring it to the next board meeting.
- Carol and Matt will think about what they want to do regarding the easement and we will discuss at the next board meeting.
- Mike Yeed is still on the hook for getting a couple bids for the drainage ditch cleaning project
- 2019 Proposed Budget was reviewed and the board agreed to keep the dues at \$190 per homeowner or \$32,490 for the entire community.
 - Although we have been under budget the last 5 years, special projects like the drainage ditch cleaning and the flooded park entrance keep popping up so it is good to keep building up our reserve account.
 - In addition, we are due for the 5 year cleanup of the storm water pond so keeping money flow into the storm water account is important.
 - Next year the board would like to evenly split the deposit between the storm water account and reserve account just to make sure that we will have enough money for special projects
 - The board voted to pass the budget that will be sent to the homeowners
- Marty is going to send out the proposed budget and a proxy ballot to homeowners in the coming week.
- The Northern Heights' Annual Meeting will be held on Jan 24th.
 - Mike, Marty, Bryan, and Sarah will stay on the board for the second of their two year term.
 - Roberta will be stepping down so we will need a new President.
 - The board members will try to collect proxy ballots over the coming weeks in order to have enough for a quorum.

End of Meeting

- A motion to adjourn the meeting was made, and seconded. The meeting ended at 8:45 p.m.
- The next meeting will be the annual meeting on January 24th, 2019.