

BOARD/GENERAL MEETING MINUTES

June 27, 2018
1995 Barley Road

ATTENDANCE

BOARD OF DIRECTORS:
Michele Carroll
Chuck Retaliata

OFFICERS:
Michele Carroll, president
Donna Chaney, secretary

MEMBERS:
Andrea Kowaleski
Margo Williams

BOARD MEETING

1. Secretary's report

- The minutes from the May meeting were reviewed.

2. Board items

- Playset: Rockland Woodworks has completed the final work on the playset, adding the monkey bars as a separate unit. They also added a build-out area for the end of the slide, which appears to help alleviate the egress concerns at the base. The final payment has been submitted to Rockland.
- Storage shed/fencing: the board previously agreed to proceed with Rockland Woodworks for the shed (in a light shade, either gray or tan) and is waiting for a final quote on the fencing. The board will submit an architectural request with the final plans for the shed and fencing, as required, once the fence vendor is selected and the plans are finalized.

ACTION: Chuck will get a third price quote from on the fencing.

- HFCA grill: since the HFCA is installing a shed to store neighborhood items/equipment, it was suggested that the HFCA also purchase a grill for use at the July 4th picnic and other events. Michele noted that the grill purchase should fit into the July 4th budget line item amount.

ACTION: Michele will check on the budget for the July 4th event and if there are no issues with exceeding the line item budgeted amount, she will purchase an inexpensive gas grill.

- HFCA meetings: it was suggested that the board consider reserving a community location (the library or the elementary school) so that a consistent list of locations can be scheduled and published on the HFCA web site. It was also suggested that the board consider

moving the monthly meetings to Monday, Tuesday, or Thursday evenings (fourth week of the month).

ACTION: Michele will check with the other board members on the preferred week night and location for future HFCA meetings.

- Spring/summer newsletter: the newsletter has been finalized and will be published on the web site, emailed to all residents, and a hard copy distributed to all residents this weekend.

ACTION: Scott will coordinate distributing the hard copies this weekend; Charles will post the newsletter on the website and once that is done, Donna will send the link in an email to all residents.

3. Treasurer's Report

- The copy of the most recent budget is attached (page 5).
- 2018 dues update: 98.9% (197 out of 199 payments have been received).
- The company that is handling the three delinquent annual assessment accounts reported that it had served one lien on a homeowner for past dues from 2017 and 2018 but has not received any payment. The company recommends recording the lien since the homeowner has not responded.

ACTION: Michele will check with the other board members on whether to move forward with the lien and will also follow up on the status of the delinquent accounts for the other two homeowners who have not paid.

4. Committees

- Pond – Andrea Kowaleski
 - Elements removed the third picnic table at no charge.
 - Andrea planted a tree in the new bed that will be planted where the third picnic table had been previously located.
 - Scott is obtaining quotes on repairing broken and missing spindles at the gazebo.
 - David Baker will be coordinating the repair of two picnic tables at the pond.
 - Andrea reported that the garden beds at the pond are in excellent condition and the plants are flourishing.
 - There is still an issue with geese at the pond and it is believed that the fluctuating water levels this spring made the wire fencing rendered the fencing ineffective, as the geese were able to access the pond. It is believed that they will be moving on within the next few weeks. Andrea will continue to check into geese deterrent methods.

- Tennis and basketball courts: the HFCA is planning on repairing, resealing, and repainting the basketball and tennis courts. Two quotes have been received from companies who have previously been used in the past, and a board vote will be taken at a future meeting.

ACTION: Donna will send the proposals from both companies to all board members for their detailed review before a vote is taken.

- Bylaws update

- The lawyer provided the final version of the updated bylaws and the spring/summer newsletter includes a detailed article on the process.
- The following next steps were discussed:
 - A one-page document will be prepared that summarizes the work and changes in the new bylaws. A longer document with more detailed descriptions of the major changes may also be developed, if the committee feels it is needed.
 - The one-page document and ballot will be distributed to all residents in paper copy (placed in mail/newspaper boxes) along with ballots to vote on the new bylaws.
 - The full version of the updated bylaws and a link to an electronic voting page will be available on the HFCA website.

ACTION: Donna will finalize the handout for the neighborhood. She will also follow up with Scott on the status of electronic voting, and will also determine the printing costs to ensure there is enough money in the budget.

- Architectural committee – one request was submitted since the last meeting, for a deck and a fence. The request was approved.

- Events:

- July 4th plans:

- The budget for the event is \$2,100
- The parade will begin at 10:00 am; the picnic will be from 10:15 am – 12:15 pm
- Adult and youth volunteers are still needed; a reminder email will be sent out this week with the link to sign up.
- All other advance planning has been completed. The remaining outstanding work involves purchasing the food (hot dogs, watermelon, etc.) and paper products just before the event.
- Michele will contact the neighbor who lives adjacent to the tennis court to see if a hose could be connected to his spigot to set up a misting station

Harvest Farms Community Association

5. The next meeting is scheduled for Wednesday, July 25, location to be determined.

6. Motion to adjourn the meeting

BOARD ACTIONS

None – only two board members were present; no votes were taken

Updated: 6.18.18

199 Units

Harvest Farms HOA Budget

2018

			Budget	Actual to date (6.18.18)	Delta
		\$/Unit (Budget)			
Revenue					
	Dues	\$ 375	\$ 74,625	\$ 73,968	\$ (658)
	Total Revenue	\$ 375	\$ 74,625	\$ 73,968	\$ (658)
Expenses					
<u>HOA Services</u>					
	Waste Collection	\$ 217	\$ 43,200	\$ 10,429	\$ (32,771)
	Subtotal Services	\$ 217	\$ 43,200	\$ 10,429	\$ (32,771)
<u>Admin, Finance & Legal</u>					
	Legal Fees	\$ 11	\$ 2,200	\$ 212	\$ (1,988)
	Insurance	\$ 10	\$ 2,000	\$ 1,957	\$ (43)
	PO Box	\$ 0	\$ 70	\$ 70	\$ -
	Office Supplies & Mailings	\$ 3	\$ 600	\$ 84	\$ (516)
	State & Federal Taxes	\$ 0	\$ 40		\$ (40)
	Subtotal AFL	\$ 25	\$ 4,910	\$ 2,323	\$ (2,587)
<u>Community Resources</u>					
	Grounds Maintenance	\$ 52	\$ 10,400	\$ 5,049	\$ (5,351)
	Pond - Maintenance	\$ 32	\$ 6,300	\$ 2,965	\$ (3,335)
	Pond - Electricity	\$ 3	\$ 650	\$ 134	\$ (516)
	Subtotal Resources	\$ 87	\$ 17,350	\$ 8,148	\$ (9,202)
<u>Community & Communications</u>					
	Website	\$ 0	\$ 80		\$ (80)
	Social - Easter Egg Hunt	\$ 1	\$ 250	\$ 74	\$ (176)
	Social - July 4th	\$ 11	\$ 2,100	\$ 325	\$ (1,775)
	Social - Miscellaneous	\$ 3	\$ 500		\$ (500)
	Social - Yard Sale	\$ 1	\$ 120		\$ (120)
	Subtotal Community	\$ 15	\$ 3,050	\$ 399	\$ (2,651)
	Total Expenses	\$ 344	\$ 68,510	\$ 21,297.79	\$ (47,212)
	Capital Projects	\$ 31	\$ 6,115		\$ (6,115)
Gain/(Loss)			\$ -	\$ 52,670	\$ 52,670