

HLA Board Meeting March 22, 2014
Minutes
Call to Order: 11:28 am

Roll Call

<u>Present</u>			<u>Absent</u>
Director Coan	Director Shake	Director Pirtle	Director Weir
Director Stickrod	Director Buckowski		

Director Coan thanked board members for their service the past year

Vacant Board Position

- Director Shake made a motion to nominate Barb Waldorf to the board until the 2015 Annual Meeting.
- Director Pirtle seconded the motion.
- Vote 5-0

Nominations for Officer Roles

- **President**
 - Director Buckowski nominated Director Coan
 - Director Pirtle Seconded the motion
 - Vote 5-0
- **Vice President**
 - Director Pirtle nominated Director Stickrod
 - Director Shake Seconded the motion
 - Vote 5-0
- **Secretary**
 - Director Stickrod nominated Director Shake
 - Director Pirtle Seconded the motion
 - Vote 5-0
- **Treasurer**
 - Director Stickrod nominated Director Waldorf
 - Director Pirtle Seconded the motion
 - Vote 5-0

BOD Contact points

- Attorney – President
- Accountant – Treasurer and Office Organization Chair
- Collection Attorney – President & Treasurer

Changes to Road Board Chair

- Vice President Stickrod proposed eliminating the Road Repair board position, and instead allowing the Road Committee to function more like the Conservation committee does for the lake and lake fund. The Road committee has a budget, they make suggestions and recommendations to the board that the board then approves. The Road committee is in charge of maintenance and repair of the roads, other than plowing. Any function that requires the use of our maintenance staff falls under the Board members supervising Maintenance, and if the Road committee would like to use the maintenance staff for Road committee tasks, it must be approved by the Board member over Maintenance. The Road committee cannot incur labor expenses.
- Secretary Shake: Do road special project stuff that requests labor from the maintenance staff get charged against the Road Fund for those labor hours?
- Vice President Stickrod: That is a discussion for a later date, but at this time they are not. It's something we can possibly do. Is the road fund for maintenance or for betterment? Again a discussion for a later date.
- Secretary Shake: We just have to make sure that a member committee is not dictating staff hours.
- Vice President Stickrod: How it has worked with the Lake, if Conservation needs Maintenance hours, they called me as the outdoor amenities board member and asked for maintenance to do something, and I would ask the board member over maintenance to have them do it. We have a model that is working, so I think we need to apply it to the Road Committee as well.

Minutes

- Director Pirtle: I like the idea of having the committee in charge of the roads. And we do need to have the discussion on if the maintenance crew is doing road work does it get charged back to the road fund, but not today.
- Vice President Stickrod: The main thing is that it needs to be made very clear to the Road committee and the maintenance guys that the Road committee cannot assign tasks to the maintenance staff. If they maintenance staff does work assigned by the road committee without prior approval from the Maintenance board member, it is on a strictly volunteer basis, and they also cannot use HLA equipment. Period.
- Secretary Shake: And the employees need to know they have the power to say no. It's one thing to tell them "You have 15 hours to give to the road committee, but that's all they get". Any more than that, needs further approval from the Maintenance Board Member.
- Secretary Shake: I'm not hear any major objections to making this change then. So from this point forward the Road Committee will be to the Road Fund like the Conservation Committee is to the Lake Fund. They will not have any power to assign tasks to the Maintenance Staff, but will serve as an advisory committee to the board on matters pertaining to the Roads.

Board Chaired committees

Committee	Board Chair	Board Vice-Chair
Building/Zoning & Security	Director Buckowski	President Coan
Pool/Lodge	Director Weir	Director Pirtle
Maintenance & Plowing	Director Pirtle	Director Buckowski
Administrative & HR	President Coan	Treasurer Waldorf
Outdoor Amenities	Vice President Stickrod	Secretary Shake
Website	Secretary Shake	Vice President Stickrod
Office Organization	Secretary Shake	Vice President Stickrod

Member Chaired Committees (for expenditure approval)

- Environmental Control Committee – Building/Zoning & Security
- Conservation Committee– Outdoor Amenities
- Road Committee – Maintenance
- NEW Social Committee – Secretary Shake

Ditch Work

- Director Pirtle: It has been brought to my attention that there are numerous places where the ditches on the side of the road have been filled in by homeowner owners the culvert is not longer adequate, and need to be cleaned out. At some point we need to decide as a board how we're going to deal with this issues while we're doing summer ditch work. Are we going to do the work and bill the homeowners? WE need to have a board action to homeowners to communicate this.
- Vice President Stickrod: It's there in the CCE&Rs. We need to go back to owners and say it's here that you need to maintain this in the proper fashion or we will do it and bill you for it.
- Secretary Shake: I think we probably need to have the road committee put together a list of all those properties that need work. They we can draft a letter to them explaining the situation and giving the owners the option to either do the work themselves by a set date or the association is going to do it and will bill you for it. If it's in the instruments that this is the way it needs to be done, just because previous boards didn't enforce this doesn't mean that we can't or that we shouldn't.
- Director Pirtle: I would not giving them the option. I would prefer saying when we're on your street doing ditch work, it's your responsibility to pay for the work. Otherwise we're not going to get a uniformity.
- Secretary Shake: I think we give them the specs of what is required. And if they work doesn't meet the specs, then HLA will pull it out at make it right, and they'll have to pay for it.
- Vice President Stickrod: We have to give them proper notice and the property opportunity to fix it themselves. If they don't then we can do it ourselves. The mechanisms are there to do this, we just need to enforce the existing procedures.
- Director Pirtle: Is there a timeline dictated in the bylaws?

Minutes

- Vice President Stickrod: No but I'm sure there's a code somewhere that would tell us how many days' notice we have to give. We can't just go in and do it and charge them without giving them the opportunity to do it themselves.
- Secretary Shake: And if we send this letter that says fix it by this date or we'll do it, or if you'd like us to just go ahead and do it for you and bill you we can do that too. I'm going to guess we'll get people that will say just let the association do it, then we can get started on those while the time passes for people to fix their own.
- Director Pirtle: This is going to be a nightmare
- Vice President Stickrod: Previous boards have set the unfortunate precedent of not charging people when they should be.

Security

- Vice President Stickrod: I think we need to hire another security person. Randy doesn't want to put in anymore hours, and we need the coverage, especially in the summer.
- Director Buckowski: The person I want to hire has a different availability than Randy, and could be here at time when Randy is not.
- Vice President Stickrod: I think we need another set of eyes around to then report to Randy for enforcement. We need to hire the right person, but I think we need an additional person. Set the feeling that we are going to enforce these things.
- Director Bukowski: We do have a member who is experienced in setting up Neighborhood watches. Perhaps we need to go that route.
- Vice President Stickrod: It could really work. We don't need a vigilante group or a bouncer group, we just need eyes. We need someone to be here, making passes. And we need someone to call.

Social Committee

- Secretary Shake: I would like to solicit the official formation of a Social Committee. I will be willing to take this on, but I'm envisioning a Member Chaired committee that takes some of the existing activities (Chili cook-off, rib throwdown, easter egg hunt, garage sales etc.) and takes ownership of them and also plans new ones. I'm thinking monthly events, alternating family friendly and adult only.
- Vice President Stickrod: There is a budget for that you know.
- Secretary Shake: I'd like to solicit for a chair at the next board meeting, get it on the website etc.
- President Coan: What about a liquor license?
- Vice President Stickrod. The liability for that will be ridiculous. What I think we need is to get the chimney fixed here in the lodge so we can use it again. I think it's a chimney issue. I'd like to get that on a maintenance schedule.
- Director Buckowski: I think we should hire that out instead of putting our employees up there.
- Vice President Stickrod: I'm not saying our guys, just get it on our schedule.

Board Keys

All directors have keys except Treasurer Waldorf. Vice President Stickrod will get former Director McGrath's keys to her.

Board Meetings

Board meetings will continue to be held on the 3rd Monday of the month at the Lodge at 7pm. Next meeting will be 04/21/14.