

HLA Board Meeting June 27, 2016
Minutes
Call to Order: 7:03pm

Roll Call

<u>Present</u>			<u>Absent</u>
President Coan Vice Pres. Weir (7:15pm)	Secretary Nafziger Treasurer Waldorf	Director Pirtle Director Shake Director Welsh	

Approval of Previous Minutes

Motion By: Director Waldorf Seconded By: Director Welsh Vote tally: 6-0

Director Shake requested one correction to the minutes: The word "realign" was used incorrectly with regard to the work being performed on the drain tube. The proper term for the work being done is "reline". The minutes will be changed to reflect the correction.

Approval of Expenditures

Motion By: Director Shake Seconded By: Director Waldorf Vote tally: 6-0

Treasurer's Report

All data presented is as of May 31, 2016.

The total cash balance is \$759,394 and is made up of the following fund balances:

General Fund	\$203,633.64
Lake Fund	\$ 91,595.52
Road Fund	\$187,713.10
Emergency Fund	\$ 75,217.88
Lake Fund CD	\$100,602.10
General Fund	\$ 50,482.59
General Fund CD2	\$ 50,131.91

The outstanding balance receivables total is \$433,839.42 an increase of \$252,753.46. Road fund fees are due July 1 and account for most of the receivables. For additional breakdown, please refer to the attached balance sheet.

The Year-to-date Net Income is \$492,045.83 with Revenues of \$583,393.90 and Expenses of \$91,348.07. Please see the attached Profit and Loss Statement for further detail.

There were no unusual expenses or income in May.

As for actual Cash details, for the month of May the cash deposits were \$73,465.65 and the cash expenditures were \$30,568.13. Additional report details are posted on the Heritage Lake website.

The Finance committee met June 21. They recommended additional short term CD's be purchased to keep the funds deposited in First Security Bank below the insured amount. They also recommended all HLA projects, including detailed project plans and budget, should be approved/agreed on by the board prior to expenditures being spent. Change orders should only be given if necessary and if expenditures vary more than 10% than originally outlined in the specs included in the original project plan approved by the board.

Emergency fund expenditure of approximately \$1,900 for the replacement of the pool pump was noted.

This concludes the treasurer's report for June 27, 2016.

President's Report

President Coan talked to Officer Randy about issues that have arisen again with regard to neighboring residents on Carlton Drive. Officer Randy will attempt to mediate the problem between the parties.

Presidents Report continued:

Spoke with Brad Reed about the oil bleed-through on Scarborough. The type of oil being used makes the road more flexible and durable over time. Oil seepage is going to continue to be a problem throughout the summer, especially on extremely hot days. Pea gravel has been applied to the roads to help with oil absorption. Aggregate FA 4 will also be applied to combat the problem.

Committee Reports

Member Chaired

○ **Conservation**

- Raleigh work is complete; additional straw will be applied.
- The lake has been sprayed for algae and milfoil control.
- The cleaning of sediment basins is scheduled for October with Jeff Miller. Some of the silt removed from the basins can be applied to needed areas, including another layer to the work that has been done on Raleigh. It was suggested that before any additional silt is applied to the Raleigh area, a committee member needs to check with Director Weir for Frisbee golf basket locations. This will prevent a post, sleeve and/or basket from being destroyed or covered.
- Nick Neville will continue mowing in July.
- Under IDNR guidelines, a dam inspection is due in 2016 and must be performed every two years. HLA must hire the engineer to perform the inspection. Kurt Lemke will contact Keith Plavick with regard to the dam inspection.
- The State has not yet looked at HLA drain tube proposal. The State must approve the proposal before work can begin.
- Next committee meeting will be July 25th at the lodge.

○ **Environmental Control**

- 6 Tree Permits issued: 24 Roxbury, 312 Brandy Drive, 315 Brandy Drive, 235 Westminster Drive, 963 Heritage Drive and 14 Olivia Drive.
- 2 Fence Permits: 6 Cornwall and 327 Brandy Drive.
- 2 Dock Permits: 311 Brandy Drive and 27 Brandy Lane. The Brandy Lane permit is an extension of a previous permit issued, but the work was not done at that time due to health issues.
- Complaint with regard to 7 Summerset Drive of lot growing up in excess of 2 feet in height. Same as last year.
- Called Tazewell County Zoning on shipping containers used for storage units. Tazewell County does not allow shipping containers to be used as a storage unit on any residential property.
- Received a complaint from 8 Yorkshire about the condition and appearance of the split rail fence along Fast Avenue. It is the opinion of Member Stokes that since HLA no longer has gates and is not a closed community anymore; the area would be easier to mow without the fence. Director Pirtle explains it is difficult to mow around the fence and the rails are easily dislodged. The fence has been in place for approximately forty years. It has been repaired twice this year. Following a lengthy discussion, all Board members agreed that Director Pirtle would oversee the removal of the split rail fence. The fence will be removed along Fast Avenue on the west side of Bradford. The fence will remain from the bank to the water tower along Fast Avenue.
- A resident in attendance at the meeting raised the concern of large, living oak trees, larger than 3 inches in diameter, have been cut down and hauled away on flatbed trailers. He believes this occurred at a residence on Stratford Street. There have been no permits issued by the ECC committee for this particular property. He also expresses concern that residents are not aware of HLA rules and regulations and that healthy trees are being removed without permits. The resident was instructed to relay this information to Tara at the HLA office for further investigation. The current fine is \$500.00 per tree removed without a permit.

○ **Road Committee**

- Kenton Street ditch work is complete; will be seeded tomorrow.
- Invoice submitted for \$7400 for the first part of the ditch work and an additional invoice for the remainder of the work will be submitted.
- Spray patching has been scheduled; the roads have been marked by the road committee. They consist of secondary roads that weren't done last year and a section of the primary road that will get seal coat and emergency fixes.
- Most likely can complete work in one day, however an additional day may be needed and is \$5000. A specific date for the work has not been scheduled yet however Brad hopes the work will be done within two weeks, weather dependent. No actual road closings will be necessary.
- Director Shake will post to the website any necessary information with regard to this work.
- Brad Reed reports that he now has two more volunteers on the Road Committee. They are Marvin Theobald and Shawn Cassatt. Another individual has expressed interest and may join.

A motion to approve \$5,000 for an additional day of road work was made by Director Weir.

Seconded by: Director Pirtle Vote tally 6-0

- Hot oil is part of approved plan but with heat and oil seepage there is concern pertaining to maintenance with regard to manpower and funds.
- Hot oil is durable, flexes and can fill in some of the cracks.
- UCM engineer gave recommendation for FA-4 to help with the seepage; another solution is to use emulsion oil. Emulsion oil does not bleed through but not as durable as the hot oil; a mix of the two oils is being considered. A layered application style would be used with hot oil on the bottom and emulsion being the top layer.
- Bids mailed out for A-2 seal coat on the primary roads. Heritage Drive from the boat launch, up to Kenton and continuing to just past Strawberry Lane (stopping at the mailbox at 566 Heritage). Fast Avenue to the intersection of Wilshire Wood and Westminster would also be treated.
- Bids are due at the HLA office on July 6th at 6:00 pm.
- Ideal time for seal coating is June 1st – September 1st and we need to schedule work ASAP.
- Total bid \$92,000.00 based on numbers taken from the SSA plan.

A motion to approve an amount not to exceed \$110,000 for the above listed road improvements was made by Director Waldorf Seconded by: Director Welsh Vote tally 6-0

- Recommend seal coating some of the secondary roads this year at the cost of approximately \$125,000. The recommendation is based on the revised seal coat map to maintain the current road condition rather than reconstruct next year. The seal coat has also been suggested by the engineers consulted. This work also needs to be completed prior to winter.
- Seal coating proposals are as follows:
 - \$35,000.00 Remainder of A-2 primary roads. This would include Heritage Drive to Brandy to Thorton and continuing to the Kenton Street intersection.
 - \$63,000.00 The above roads would be seal coated along with all of Kenton Street east (from the stop sign to the lake), Norfolk to the end and Summerset from Carlton to the cul-de-sac.
 - \$75,000.00 This plan would seal all the above two groups and Canterbury Road.
 - \$108,000.00 This total would pay for the above three groups and Essex Avenue, Olivia Drive and Raleigh Avenue.
 - \$125,000.00 This plan calls for all of the above listed roads and will also include Fairfax, both sides of Windsor Drive and Burgundy Court.
- It is also recommended that ditch work be completed prior to SSA . It will be necessary to examine and determine exactly where ditch work is needed.

A motion to approve soliciting bids, not to exceed \$65,000, and move forward with scheduling the work prior to the next board meeting was made by Director Shake. Seconded by: Director Weir

Vote tally 6-0

- **Finance Committee**
Please refer to report under Treasurer's report heading.
- **Social Committee**
 - A pool party and cookout has been scheduled for July 30th, 12–4pm, with an August 6th rain date. Burgers and hot dogs will be provided. Please bring a dish to pass. Volunteers are needed.

Board Chaired

- **Maintenance**
 - Staff has spent a large amount of time working on the beach house.
 - Will be doing more mowing and fence work now that beach house is near completion.
- **Office Org.**
 - Getting payment plans processed with approximately 20 plans in place. The largest complaint received has been from members in good standing who do not want to participate in the EFT payment method. At this point, no changes will be made to the payment methods offered.
- **Pool & Lodge**
 - New pump is running well.
 - Tennis court is ready.
 - Frisbee golf course is near completion.
 - 53 family passes have been issued. Approximately \$6,000 dollars in revenue has been collected.
 - Lodge – all is going well.
- **Administrative & HR**
No report.
- **Building & Zoning & Security**
 - Consulting with Officer Randy as the speeding problem continues.
 - We need more patrol during the summer months at least – Officer Randy is able to work more hours. He currently works 2 hours per day/14 hours per week. Could we give Officer Randy 10 hours more per week during the summer months?
 - Purchase 5 more 20 mph signs for strategic placing?
 - Problems tend to be more on the side/secondary roads.
 - One property complaint: a house that is being rented on 732 Heritage Drive; there are mattresses, boats and many miscellaneous items in the yard. The recommendation is to contact the owner of the property.

Motion by Director Waldorf to increase Officer Randy's hours by 10 hours per week through Labor Day.
Seconded by: Director Shake Vote tally 6-0

- It has also been requested that Officer Randy patrol the boat ramp parking lot and beach lot more frequently and check for HLA member stickers on the vehicles.
- **Outdoor Amenities**
 - Painting the beach house this week. Welcome volunteers.
 - Coon Crete will come this week and will determine a plan to finish the immediate area around the beach house.
 - French drain needs to go in. Director Pirtle will arrange and oversee that project.
 - No one camping at the campground to date.
 - The "No Swimming" signs for the fishing docks are ready for installation.

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- **Website**
 - Articles and will add a post about speeding on side roads.
 - Will post with regard to dumping of electronics in the lodge dumpster.
 - Reminder rules for required permits.
 - Will work on CC & R specific issues.
 - Needs SSA timeline.
 - Any items that need to be posted to the website must be sent to Director Shake.

Unfinished Business

- SSA
 - Director Coan has been in contact with the engineer and attorney to begin work.
- Chickens and Roosters
 - Roosters are prohibited in Tazewell County as household pets.
 - Chickens as household pets are strictly regulated in Tazewell County. They are only allowed if they are housed on a lot larger than one acre.
 - It is the opinion of the HLA Board that chickens are not household pets and will not be allowed in the subdivision.

New Business

- Discussion about the number of taxable lots HLA will “take back” from owners. Ten lots is currently the maximum number of taxable lots HLA will possess.
A motion to rescind the policy limiting the number of taxable lots accepted by HLA to ten(10) was made by Director Waldorf. Seconded by: Director Shake. Vote tally 5-0 Director Pirtle: Opposed
- Director Weir will speak with First Security bank with regard to the lease for the HLA office space and will negotiate the rental fee for the office space.

Open Floor for Members

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Executive Session 9:08pm

Motion By: Director Weir Seconded By: Secretary Nafziger Vote tally: 6-0

Executive Session Adjournment 9:28pm

Motion By: Director Waldorf Seconded By: Director Welsh Vote tally: 6-0

Motion made by Director Shake to hire Austin Engineering for the duration of SSA project.
Seconded by: Director Welsh. Vote tally 6-0

Meeting Adjournment

Motion By: Director Welsh Seconded By: Director Nafziger Vote tally: 6-0