

HLA Board Meeting June 26, 2017
Minutes
Call to Order: 7:00 pm

Roll Call

	<u>Present</u>	<u>Absent</u>
President Coan Vice Pres. Weir	Director Cassatt Treasurer Waldorf	Director Pirtle Director Welsh Secretary Nafziger

Approval of Previous Minutes

Motion By: Director Pirtle Seconded By: Vice President Weir Vote tally: 5-0

Approval of Expenditures

Motion By: Treasurer Waldorf Seconded By: Director Pirtle Vote tally: 5-0

Treasurer's Report

See HLA website for financial information.

President's Report

None

Committee Reports

Member Chaired

- **Conservation**
 - Silt basin near the McGrew house has been cleaned, seeded and straw applied.
 - Dam has been mowed and trees have been trimmed on the south face of the dam. Roots from those trees will be cleared to prevent the roots from growing into the dam.
 - Lake will be treated for weed control within the next few days.
 - No update on the re-line of the drain tube. No movement from the State.
- **Environmental Control**
 - Tree Permits issued to 10 Hawthorne Place, 16 Cornwall Avenue, 216 Heritage Drive.
 - Dock Permit at 325 Brandy Drive.
 - Garage Addition Permit at 10 Hawthorne Place.
 - Mowing needs to be done at 25 Carlton Drive (house is in foreclosure and a letter needs to be sent to CEFCU).
 - Commends Wright Tree Service for their work on the power lines at HLA.
- **Road Committee** - Engineer Devon Birch is present along with Chairman Reed.
 - Received seal coat contract for section of Brandy Drive, Roxbury Road north, Sherry Street, Stratford Street, Summit Drive, Canterbury, Essex, Raleigh and a section of Heritage Drive.
 - Bid sent to five contractors, only one contractor returned the bid. Cullinan bid for \$89,484.00 and the budgeted amount for the project was \$107,035.00.
 - Ditch and Culvert Improvements Contract also due today (Phase One). Focuses on the ditches that are on roads that will receive a seal coat this year.
 - Contract was sent to Miller and Son, Wayne Litwiller and Billy Daniels with Miller and Son and Wayne Litwiller returning the contract. Miller bid at prevailing wage. Litwiller did not. Litwiller bid at \$57,885.00; Miller and Son bid at \$54,718.00. The engineers have recommended Miller and Son. Proposal is to move forward with Miller and Son. The budget for the ditch work is \$79,472.00.

Motion by Vice President Weir to approve the bids as recommended by Austin Engineering.
Seconded by : Treasurer Waldorf. Vote tally: 5-0

- The ditch work will be done prior to the seal coat application.
- Due to the very poor condition of the western part of Westminster, it has been removed from the

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- ditch work and seal coat work list.
 - Ditch work bid includes some road repair – digging out and backfill.
 - Ditch work on the following: portion of Summit Drive (near the bottom at the cul-de-sac), areas on Stratford Drive, and at the intersection of Heritage and Stratford (the crossroad culvert), also on Stratford two drop inlets and culverts will be fortified with rip-rap; both major and minor ditch work on Essex on both sides of the road. Canterbury will have ditch work and the culvert at the intersection of Sherry and Canterbury will be replaced with a 15 inch culvert instead of the 12 inch that is currently there. Sherry will have major ditch work.
 - The culvert at 12 Canterbury is plugged and is a 12-inch culvert currently. It will be replaced with a 15-inch culvert. The homeowner will be responsible for cleaning the culvert. The homeowner is also responsible for the expense of material needed to replace the culvert and the 15-inch culvert itself. Heritage Lake Association will pay for the contractor to install the culvert.
 - Raleigh is having minor ditch work performed on the majority of the road.
 - The culvert at 32 Raleigh is plugged and the culvert will be evaluated further and considered for replacement. The homeowner will be requested to clean the culvert before evaluation occurs.
 - The ditch at 36 Raleigh will be dug deeper.
 - Brandy Drive will not have ditch work but will have culvert work performed. None of the culverts are being replaced on Brandy Drive but they will be fortified.
 - 2 Sherry needs to have the culvert cleaned.
 - 12 Canterbury needs to be cleaned and also replaced with a 15-inch culvert (expense responsibility will be discussed after the culvert is cleaned by the homeowner, and the contractor removes the existing culvert and it is inspected).
 - 26 Essex needs to be cleaned.
 - 4 Sherry has a clear inlet but the outlet needs to be located.
 - 10 Raleigh has a parking pad that is one foot higher than the road bed and has caused water flow issues in the past. The existing pad will need to be replaced at the homeowner's expense.
 - Preliminary new criteria for a parking pad is as follows: the pad needs to have a minimum slope of 1% lengthwise (parallel to the street and slopes down the street), the ditch area be at least 2 feet from the edge of the road with a fall of 1 inch per foot from the road. This establishes a ditch or place for the water to run away from the side of the road and prevent erosion. A more detailed/exact description for the parking pad criteria will be written and published.
 - Residents on effected roads will be notified of ditch work and seal coat dates.
- **Finance Committee**
 - See Treasurer's report
 - **Social Committee**
 - No report

Board Chaired

- **Maintenance**
 - Regular work continues.
 - Two high school students are working for HLA this summer and they are doing well.
 - Reflective signs will be placed on the yellow speed bump posts.
 - At the beach pavilion, plywood will be installed to line the ceiling to prevent birds from nesting in the rafters.
- **Office Org.**
 - Office computer will be inspected and evaluated for repair or replacement.
 - We need to settle ASAP on an amount payable to First Security Bank for our monthly office rent.
- **Pool & Lodge**
 - Pool – Passed inspection with a 100% score.
 - Regular attendees at the pool believe that more trees should be removed from the north side of the pool to eliminate afternoon shading. Director Weir recommends the removal of four additional trees.
 - To date the pool has revenue of \$1,816.35 for daily passes, \$3,535.00 for family passes, \$772.22 for concessions and \$120.00 for lessons. Due to the unusual numbers of days the pool was

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closed in 2016, family passes were discounted 10% this year. The total amount of revenue is \$6,200.00.

- Lodge
 - 7 signs have been posted for Frisbee golf. The remaining signs will be placed this week.
 - There are vents in the bathrooms that birds nest in. Request for maintenance to remove the vents.
- **Administrative & HR**
 - No report.
- **Building & Zoning & Security**
 - Officer Davis identified the youth who vandalized the beach house, he spoke with the parents and HLA is being reimbursed for the cost of the window.
 - Photos of youth on a 4-wheeler has been given to Officer Davis and the Tazewell County Sheriff Office IT department is reviewing the photos to make identification. They were spraying rocks and mud and tearing up the beach area.
 - Video surveillance cameras and the 911 emergency phone has been installed at the beach house.
- **Outdoor Amenities**
 - The water is on at the campground.
 - Failed the initial beach inspection due to the emergency phone not being installed and there were moss and goose droppings on the beach. The beach cleaning has been increased and the phone has been installed.
- **Website**
 - No report.
- **SSA**
 - Meeting on July 17th at 5:00pm at the Tazewell County Justice Center. Interest rates on the bonds will be discussed.

Unfinished Business

- No additional funds needed for the road fund at this time.
- Still needing volunteers for the waste management research project.

New Business

- Individual is preparing to purchase an un-buildable lot at HLA.
Motion by Vice President Weir to sell a lot for \$192.00 in Unit 1 to David and Kelly Schum.
Director Pirtle Seconded. Vote Tally 5-0

Open Floor for Members

• ECC Chair Member Stokes: Who is responsible for sending in a correct Tax List with the SSA material?
Treasurer Waldorf: The HLA accountants will be working on generating the Tax List to be submitted for the SSA Bond.

In addition, there are 538 physical houses at Heritage Lake.

Executive Session: 9:15 pm

Motion By: Treasurer Waldorf

Seconded By: Director Pirtle

Vote tally: 5-0

Executive Session Adjournment: 9:30 pm

Motion By: Director Pirtle

Seconded By: Director Cassatt

Vote tally: 5-0

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Meeting Adjournment: 9:30 pm

Motion By: Director Pirtle

Seconded By: Director Cassatt

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