

HLA Board Meeting September 26, 2016
Minutes
Call to Order: 6:59pm

Roll Call

<u>Present</u>			<u>Absent</u>
President Coan	Secretary Nafziger	Director Pirtle	
Vice Pres. Weir 7:03pm	Treasurer Waldorf	Director Shake	
		Director Walsh	

Approval of Previous Minutes

Motion By: Director Pirtle Seconded By: Director Walsh Vote tally: 5-0

Approval of Expenditures

Motion By: Director Walsh Seconded By: Director Waldor Vote tally: 5-0

Treasurer's Report

All data presented is as of August 31, 2016.

The Total Cash Balance is \$857,226.20 and is made up of the following fund balances:

General Fund..... \$34,509.49
Lake Fund\$29,995.32
Road Fund\$402,521.86
Emergency Fund\$18.82
Emergency Fund CD..... \$87,657.88
Lake Fund CD..... \$100,915.33
General Fund CD..... \$50,482.59
General Fund CD2..... \$50,131.91
General Fund CD3..... \$100,000.00

The outstanding receivables total is \$236,511.33 a decrease of \$13,660.64. The Lake Fund mailing was sent early in September. For additional breakdown, please refer to the attached Balance Sheet.

The August data reflects an erroneous transfer of a \$50,000 CD from the Lake fund to the Road fund. That transfer has been corrected.

The Year-to- date Net Income is \$378,218.10 with Revenues of \$598,022.60 and Expenses of \$219,804.50. Please see the attach Profit and Loss Statement for further detail.

As approved at the July meeting a new mower was purchased for \$9,997.75. There were no other unusual expenses or income in August.

As for actual Cash details, for the month of August the cash deposits were \$18,740.13 and the cash expenditures were \$37,395.09. Additional report details are posted on the Heritage Lake website.

The Finance Committee did not meet in September. They are working with Directors to complete the 2017 budget. A consolidated view and draft will be available for the October board meeting. After board review, the budget will be distributed for member review. Final budget approval is required at the December board meeting.

This concludes the treasurer's report for September 26, 2016.

Questions: none

President's Report

No report

Committee Reports

Member Chaired

• **Conservation**

1. 2 bids done for the drain tube and have been given to IDNR representative Paul Mauer –engineer Keith Plavec is working directly with the State with regard to the drain tube project – State standards have changed since the lake and dam have been built and every effort is being made to work with the State and be in compliance - bids are from P.J. Hoerr for a ¾ inch plastic liner and J.C. Dillon, Inc. for a ¼ inch fiberglass liner.
2. Dam will be mowed - some trees and shrubs will be cleared near the dissipater and Engineer Keith Plavec will consult with Director Pirtle for optimal rock placement in the area of the dissipater. Chairman Lemke was advised to consult with ECC in the event permits are needed.
3. On or about October 1, 2016, sediment basin cleaning will be scheduled.
4. During April 2017, the silt in the basins will be moved.
5. Fish stocking to occur in October.
6. Lake draw-down will occur in November after “boat plucking” weekend. After a date has been determined for the lake lowering, Director Pirtle will be responsible for opening the valve.

• **Environmental Control**

1. No report

• **Road Committee**

1. Chairman Reed reporting – A - 2 resurface went well overall; two layers placed, roads were swept to pick up any extra rock; received one complaint concerning a cracked driveway, this has been resolved by Director Pirtle.
2. Work is being done on the budget.
3. New road signs to replace those that were stolen (Essex and Strawberry) and also 20 mph speed limit signs will be in this week.
4. Strawberry has been temporarily repaired. Potholes are being monitored and filled as needed. Martinique is on the schedule for this week.
5. Volunteer work, in the form of digging out ditches, will be performed on Summit this Saturday. Water runs to the end/bottom of the street causing damage to the area and water to collect in a resident's basement.
6. 599 Heritage Drive is experiencing a problem with a nearby culvert – it is partially plugged and heavy rain causes water in the resident's basement – recommendation is for the culvert and ditch to be cleaned out - particularly on the outlet side – the culvert is approximately twenty-five feet in length. Brad Reed will get an opinion on how best to proceed –a rough estimate to proceed could be \$5,000.
Motion by: Director Weir to approve an amount not to exceed \$5,000.00 to clear and repair the ditch and culvert at 599 Heritage Drive. Seconded by: Director Pirtle Vote tally: 6-0
7. Roads for the last spray patch of the year have been marked; this will amount to approximately one full day of work at the cost of approximately \$5,000.00.
Motion by: Director Pirtle to approve up to \$5,000 for one day of remaining spray patch work. Seconded by: Director Walsh Vote tally: 6-0
Roads marked for this spray patch are: Brandy Lane, Heritage Drive between Thornton and Strawberry, Essex south side, Roxbury north side, Summit, Carlton, Summerset and Yorkshire.
8. Ditch work – priority is to finish King Richard and Strawberry.
Motion by: Director Weir to obtain bids and finish ditch work on King Richard and Strawberry. The work is not to exceed \$30,000.00. Seconded by: Director Shake Vote tally: 6-0

Finance Committee

9. See Treasure's report.

- **Social Committee**

1. Rib Throw-down October 1st, judging at 3 pm.
2. Halloween party October 29th with a bonfire at the beach 6pm – 9pm. Haunted House will be open as well.
3. We need a coordinator for the Christmas party!
4. Four new members have joined the Social Committee.
5. Newsletter – next newsletter will go out with the November statements.
6. There will be a total of five newsletters yearly. One will be enclosed with the general fund mailing, another with the road fund and lake-fund bills and an additional will be sent in April with an annual meeting summary.
7. Director Waldorf requests that the newsletter include a request for each member to provide their email address to the office.

Board Chaired

- **Maintenance**

1. Mowing season is slowing down and more road work is being done. Cold patch work and gravel application is being done on Strawberry with Martinique and King Richard scheduled next. Pickwick will also receive attention.
2. Brush cutting done is being performed on the cul-de-sacs and roadways.

- **Office Org.**

1. Starting annual meeting preparation.
2. Annual meeting date will need to be set at the October board meeting.
3. Apology for delay in lake fund bill mailing – this has been addressed. Late fees are not added until November 1st, however it is appreciated if bills are paid as soon as possible.

- **Pool & Lodge**

1. Pool drained and closed for the year.
2. Lodge – consideration of new doors for the fireplace. Have bids for aluminum (\$3,000) and steel doors (\$5,200). Other options are being explored as well. The discussion will be tabled for the present.
3. A new entry door is needed on the road side of the Lodge/facing Brandy. A steel frame commercial application door will work best. Price quotes will be available at the October meeting.
4. A few shingles have been replaced.

- **Administrative & HR**

1. No report

- **Building & Zoning & Security**

1. Speed limit signs have been ordered. Signs will be placed on Carlton, Londonderry (2), Berkshire Road and on Kenton Street, some tree trimming will be done around the speed limit sign on Kenton as well.
2. A trail camera will be placed in strategic areas to determine who may be placing improper items (electronic items) in the HLA dumpsters at the Lodge and the beach house. Discussion about hosting a HLA “recycle day”/“hazardous waste day” occurred; no decision made.
3. Hope to increase security patrol hours in 2017 to possibly address the vandalism issues.

- **Outdoor Amenities**

1. Beach house will remain open through “Boat Plucking” weekend which is November 12th and 13th.
2. Pictures and an article on completed and landscaped beach house will be featured on website.
3. Campground closed.

- **Website**

1. Need SSA timeline for posting.

SSA

Devin Birch met with Tazewell County engineer Craig Finck, he agrees with our design approach and

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reports that HLA will not be held to IDOT design standards however we intend to use the IDOT VLR, Local Road Design Manual Standards. The first approach will be the design of the road improvements. This will provide us some industry standard guidance to determine adequate structural improvement based on the classification of the roads. The primary arterial ring road and the two entrances to the south will be looked at as a Class 3 road. All other roads will be Class 4 roads. Even though we will not be held to strict interpretation of the IDOT local road design guidelines because the roads are to remain private, it is a good starting to use in the design process. We hope this will reflect good judgment and stewardship of funds to the HLA members. The process of CAD mapping will begin and core cross research has been completed. Master line work is being planned. Crews will be onsite within the next few weeks inspecting culverts and road drainage areas. Pavement cores will start late this week, up to four days will be an approximate cost of \$8975.00. Class 3 roads and streets with traffic between 400 and 2,000 average daily traffic and Class 4 streets are less than 400 average daily traffic. We have initial approval to go ahead with design phase. A time-line will be forthcoming. An overview approval from the county transportation committee and then the County Board needs to occur. We are on target to start roads summer of 2017.

Unfinished Business

- 1. Will carry-over discussion of use policy.
- 1. Trick or Treat hours for HLA: Sunday, October 30, 4pm – 8pm.
 2. Golf carts will be allowed on the roads during trick or treat hours. Golf carts must be lighted and meet Rules and Regulation standards.

New Business

Open Floor for Members

- Unit 3, Lot 53 is a HLA lot for drainage (lot will not be sold) and is next to 16 Summit Drive. The homeowners of 16 Summit have repeated issues of large amounts of water in their driveway which in turn causes flooding in their basement. They have taken measures to remedy the situation including installing a sump pump. They have experienced six floods on their property in the past. Their current plan is to install a large grate drain in their driveway and they request permission to have the drainpipe empty into Lot 53 (drainage lot) and ravine. Permission is granted by the full Board.

Executive Session

Motion By: Director Shake at 8:56 pm Seconded By: Secretary Nafziger Vote tally: 6-0

Executive Session Adjournment: 9:02 PM

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

Meeting Adjournment 9:02 PM

Motion By: Director Weir Seconded By: Director Pirtle Vote tally: 6-0