

HLA Board Meeting October 23, 2017

Minutes

Call to Order: 7:21pm

Roll Call

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

Approval of Previous Minutes

Motion By: Director Pirtle Seconded By: Director Weir Vote tally: 4-0

Approval of Expenditures

Motion By: Director Weir Seconded By: Director Pirtle Vote tally: 4-0

Treasurer's Report

All data presented is as of September 30, 2017.

The Total Cash Balance is \$907,414.03 and is made up of the following fund balances:

General Fund	\$138,108.33
Lake Fund	\$88,997.36
Road Fund	\$390,850.75
Emergency Fund CD.....	\$87,922.05
Lake Fund CD	\$101,262.01
General Fund CD	\$100,273.53

The outstanding receivables total is \$263,642.89, a decrease of \$7,510.11. For additional breakdown, please refer to the attached Balance Sheet.

The Year-to-Date Net Income is \$258,936.13 with Revenues of \$632,859.55 and Expenses of \$373,923.42. Please see the attach Profit and Loss Statement for further detail.

As for actual Cash details, for the month of September the cash deposits were \$50,075.72 and the cash expenditures were \$43,814.61. Additional report details are posted on the Heritage Lake website.

There were no unusual expenses in September.

The Finance Committee met on October 9 2017. The business plan has been consolidated and is being provided to the board at the October board meeting. If the board agrees with the proposed budget, it will be made available to members in November with final approval by the Board at the December meeting.

The potential purchase of a mower in 2017 was discussed. This would be considered a capital expense and depreciated over the useful life of the asset.

The member and parcel list for the SSA assessment has been submitted to the county.

This concludes the treasurer's report for September 23, 2017.

Questions: None

President's Report

No Report

Committee Reports

Member Chaired

• **Conservation**

- Continuing with plan.
- Austin will be mowing next year.
- Budget is done.
- Elevation on the silt basins will be performed to determine need for cleaning.

• **Environmental Control**

- 3 Permits issued.
- Property at 7 Summerset is in the process of being purchased.

• **Road Committee**

- Received lining contract estimations for \$17,000 on the 2 culverts on Westminster.
- No start date received from contractors for Westminster culverts, once date received, letters will be sent to homeowners.
- Ditch work started on Cheshire, Cornwall, and Martinique. Work was slowed down last week due to rain.
- It took 1 day to uncover 3 main inlets to the 3 culverts on Cornwall. Good news for us as it was all being expensed based on time and materials. They are at the point of armoring the inlet of those culverts and outlets with riprap.
- After those 3 are done, the plan is to continue with ditch work and culvert work on Cornwall, Cheshire, and a little ditch work on Martinique.
- Engineer to look into culverts 17, 18 & 19, near the intersection of Heritage Drive and Cornwall. No. 19 is the biggest one and does not silt in but gets a lot of tree debris. 17 & 18 are completely silted in, one has been dug out twice before.
- Received the estimated total of \$18,000 for the 2 buried culverts for time and material for the riprap and the work to be done on the slope near Beechwood, to help keep that culvert from filling in with material. Unless any issues, I will have contractor add that to the contract.
- There is a member that is concerned with one of the cul-de-sacs on Cheshire. Member's yard fills up with water and there are some undersized culverts there, the ditches need a little work, the ditch work is included in the current ditch work now.
- Engineer checked on the elevations of each of inlet and outlet of each of these culverts to see if there is any slope.
- Starting at 5 Cheshire, 700.38 that culvert t's into another one and then a gap between next 2 culverts. Contractor to dig that out and check elevation to make sure there is slope.
- The 698.84 and 698.10 goes between 2 driveways for 1 & 2 Cheshire does have slope.
- The contractor has no plans to replace those driveway culverts. There are plans to do ditch work there. The engineer's recommendation is that it is the homeowner's responsibility to replace the culvert and that is the way it should go.
- Depending on the elevation, we may want to reconsider. That information should be available soon.
- All 3 of those culverts, are 10" culverts and undersized for the area. If there is enough slope they may be fine.
- At this cul-de-sac, most water on the right side of this cul-de-sac comes just before 5 Cheshire.
- We could charge member for the culvert and replace the culvert or we can leave it up to the member to replace the culvert. It depends on the elevation, if they all need to be coordinated, I recommend we do it all at once.
- Original culvert at the 700-elevation member replaced his culvert, recommended by Rick Creasy, Austin Engineering, to replace w/ 12" culvert. He put a 10" culvert in there based on the one that was below him was a 10" culvert.
- The problem is they have connected the 2 culverts, which causes the problem. No other real issues according to engineers as far as affecting the road. The homeowners decided to connect the adjacent properties. They will not drain with those elevations.
- 10" culverts, could be if cleaned out it may be good flow. Some areas 10" culverts may work fine.

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- Leave as is for now, and see what is recommended by engineer.
- Working on weight limit signs. Would like to get sign posted before ground freezes and before January 1.
- Cannot be so tolerant on weight limits in the future, may always be some exceptions.
- **Finance Committee**
 - No report.
- **Social Committee**
 - No Report.

Board Chaired

- **Maintenance**
 - Mowing continuing to mow but slowing down.
 - Scheduled the snow plow and salt truck to go in for maintenance.
 - Pavilion project has progressed all ceiling is up some trim work left. Should be finished this week.
 - Pile of gravel at the beach parking lot and boat ramp from off the road work. Maintenance will be dumped and spread it out.
- **Office Organization**
 - Nothing to report.
- **Pool & Lodge**
 - Pool. No report.
 - Lodge
 - New lights were delivered for the Lodge.
 - Option to have Titan install the lights, or we can have our maintenance do it.
- **Administrative & HR**
 - No report.
- **Building & Zoning & Security**
 - No paper work received on projected new house on Roxbury, they are aware of load limits.
- **Outdoor Amenities**
 - Release valve has been opened. I will leave open until we get an inch or more of ice.
 - After Halloween, beach house and campground will then be winterized
- **Website**
 - Nothing to report.
- **SSA**
 - Meeting last week for the SSA Committee, I appointed Brad Reed (3 years), Jim Flynn (2 years) and Tim Coan (1 year). Would like each board member to rotate so everyone gets a chance.
 - Will be meeting Wednesday at County Building, the Bond Counsel requested that everyone know that maintenance is included in the SSA even though it was in the Motion. The Bond Counsel wanted us to have another meeting and it does not affect 60 days.
 - Will vote on the numbers for Motion for the budget and the Motion for the creation of the tax levy. That went to Executive Session after our meeting. It will go before full county board Wednesday.
 - Turned in numbers to Bob Brown, Tax IDs, names, and sent them to Gary Twist (Tazewell County Assessor) he will send to clerk. I will check to see if they need anything else from us. May need tweaks in January and February if there are any sales.
 - Attorney, Bob Brown, requested list simple as possible, Gary Twist said only need names and pin numbers.

Unfinished Business

- No additional expenses

New Business

- None

Open Floor for Members

- Member Theobald

- Will June and July Board Meeting Minutes be posted on website?
- President Coan: Minutes are being worked on and will be updated.
- Curious about all work done by road fees and how it applies to the SSA. Would like to see how all this money is transpiring, to see how money is being spent, how does it balance out between the SSA and Road Fund.
- Co-Chair Reed: During the annual meeting in March, I presented those numbers from 2016. I will update this information as far as the roads along with an updated map. I will create a history all on one sheet
- Member Theobald: My concern is that the SSA includes things that are now being paid by the road fund and whether those things could take the cost of the SSA down.
- Co-Chair Reed: Budget will be updated once all is done for this construction season, Devin Birch, Austin Engineering, and Rick Creasy, Austin Engineering, will go through and see what is leftover and do the budget. We will only draw on what is needed, whatever the construction needed. County has to approve it as part of their budget. County will need that information by July or August.
- President Coan: The first year they will go off Devin Birch's (Austin Engineering) original budget and any modifications he makes, we will only draw whatever money we needed.
- Member Theobald: At the end of all construction, in 2019, if that all comes in less, would you envision that the monthly payments would then be reduced at some point or will we be locked into \$715 a year?
- Co-Chair Reed: The SSA commission, Mike Harris, Jim Flynn, Wendy Farrell, Craig Fink, Brad Reed, Tim Coan approve the budget and tax levy every year. The tax levy will change based upon how much is withdrawn. It is structured as a construction loan. As it is withdrawn that tax levy will be updated. This year's levy was primarily interest on the SSA bond and maintenance. The first principle payment is not due to the bank until sometime next year.
- Member Theobald Status of Ameren and roads?
- President Coan: We are gathering information. Brad Reed sent us the information he had and Barb is going to put something together.
- Member Forney: Is it possible to get a culvert at my house? I get a lot of water runoff, 24 Essex and 22 Essex. There once was a ditch coming down to 22 Essex so basically all the water comes down it and routes to my backyard and washes it out. If a culvert was put in and the ditch was dug from the top of the hill it would all go where it is supposed to. I am willing to pay for the culvert. Engineer told me it was an oversight. I can't put a culvert in myself because there are no ditches. I rebuilt the bottom of my hill, but when it rains it is eating it away. I am not sure what to do. I was told that the water doesn't affect the road.
Director Cassatt: This is the same situation we have on Cheshire. If it does not affect the integrity of the road. We are going off the recommendations of the engineer.
Member Forney: What happens if I put a culvert and ditch in and it messes up the road? Is it possible I could have your engineers and company to fix it? I am not asking HLA to foot the bill. I have to do something.
Director Cassatt: I am more than willing to discuss further with you.
Member Palazzo: Is there an additional road fee plus the \$715?
Director Coan: The road fee should be gone.
Member Palazzo: Is there anyone enforcing the big truck weight limit?
Co-Chair Reed: It is enforced by anyone seeing it and reporting it to the office, or our part-time security sees it, they are reporting it.
If the rule is broken it is a \$500 fine.
Director Cassatt: The point is we need to start enforcing the weight limit.
President Coan: It is recommended to take picture of the truck, license plate, and where they delivered to and report to the office.
Director Weir: Homeowner will be responsible for any large truck making deliveries.
Member Palazzo: Are we raising awareness to the weight limits?
Co-Chair Reed: There is notice on the website and signs posted at every entrance, we are

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working to get an interstate sign posted.

Member Palazzo: What is the process of road repairs, how long are roads good for?

Co-Chair Reed: The roads will have maintenance cycles.

Member Palazzo: As we go along the roads should be getting thicker and stronger and the surfaces will be uniform?

Co-Chair Reed: Yes, the surfaces will be uniform.

Director Cassatt: Are there checks on our engineer, who looks at his recommendations?

President Coan: It goes to Craig Fink. The County Engineer, and Tazewell County Transportation Committee, they meet monthly and look at it and approves the recommendations.

Member Stokes: When the SSA kicks in, will county be doing inspections?

Co-Chair Reed: The engineer that is hired has to turn in bids. County contracts that out and the County will work with engineer.

Executive Session: 8:18 pm

Motion By: Director Weir

Seconded By: Director Pirtle

Vote tally: 4-0

Executive Session Adjournment: 8:24 pm

Motion By:

Seconded By:

Vote tally:

Meeting Adjournment: 8:22 pm

Motion By: Director Pirtle Seconded By: Director Weir

Vote tally: 4-0