

Special Board Meeting – October 8, 2022

Call to order: 10:30 am

Roll Call:

President Reed

Vice President Stalzer (left at 12:30 pm)

Secretary Parmele

Director Cagle

Director Stickrod

Director Porter

Annual Budget, Goals, Strategy & Projects Discussion

- Discussion of goals and projects to pursue in 2023 while keeping in mind, the limited resources in terms of financial and volunteer time.
 - Overall, agreed that there are a lot of small, semi-skilled projects throughout Heritage Lake that need to be completed. Director Cagle agreed to move maintenance in this direction. The board agreed to outsource some of these jobs if necessary.
 - There was further discussion on the following:
 - ADA accessible docks - Need to define requirements better, Vice President Stalzer to work on this.
 - Lodge bathroom renovations and HVAC - Director Stickrod to look into whether we need health department approval for any changes to the bathrooms, trying to push this project through. At the moment, this project is delaying the HVAC upgrade
- Each board member discussed their budget projections for their area of responsibility. There was agreement in all of the initial board member budget submissions.
 - Reviewed the updated timeline
 - Reviewed 2023 project income & assumptions
 - Secretary Parmele needs to check the total billable lots value in the budget file.
 - Reviewed labor rates and hours for 2023
 - Discussed capital vs expense. Outcome was to have accountant review projects to determine how they should be categorized. Agreed a process for this needs to be documented for consistency. Will be one of the first responsibilities of the new Treasurer, with input from the finance committee.
 - There were several questions on the 2022 actual expenses for a few line items. Brad agreed to investigate the telephone expenses. Director Cagle and Secretary Parmele will investigate maintenance labor.
 - Discussed budget format and the mailing. Board agreed to mail the budget summarized by higher level category, such as Lodge & Pool, Outdoor Amenities, Security, etc, rather than every accounting category. The detailed budget with all non-zero accounting categories will be on the website.
 - Budget line items updated:

- Lifeguard labor
 - Pool Management labor
 - Beach electricity
 - Property Owner services - Misc, Office Equipment, website maintenance, lake as. Memberships,
 - Maintenance - Vehicle license
 - Security - Other category
- The 2023 Proposed Budget will be mailed out around the 10th of November.

Member Questions

- Member inquired on ADA docks. They agreed that our discussion regarding an improved access path, without ADA provisions on the dock was acceptable.

Motion to adjourn by: President Reed Seconded By: Director Porter Vote Tally: 5-0

Meeting Adjourned: 1:04pm