

Highgate Greens HOA
Board of Director Meeting Minutes
September 25, 2017

Attendees: Eric Westhoff, Robb Grabb, Mike Leggiandro, Brad Barbour, Kathy Sargent, Mike Childress, Scott Lovell

- I. Meeting called to order by Eric Westhoff, President, at 7:06PM.
- II. Minutes Approved- Motion by Mike Childress to approve, 2nd by Eric. *Approved*
- III. President's Report:
 - a. Attorney has been hired to review HOA documents. Sarah Palamara is the lawyer specializing in HOAs, POAs and Condominiums. Was referred by Bob Gutterman, attorney. \$220 per hour fee to review our covenants and restrictions and lay out a path to make changes and improve details.
 - b. Motion by Scott Lovell to allot up 4 hours of work, not to exceed \$880 for review and to estimate further steps and costs. 2nd by Mike L., *Approved*.
 - c. Discussion of locations for next general meeting.
- IV. Treasurer Report:
 - a. DLM presented questionnaire about operating budget. Answers were provided by Treasurer.
 - b. 2016 taxes were submitted
 - c. 11 late dues notices were mailed today. Due date of 10/6/17.
 - d. Domain Name registration bill was a hoax. Money paid is being refunded.
 - e. Provided updated P & L.
 - f. Discussion on fees charged by current bank. Should consider looking at other institutions to lower fees.
- V. VP Report:
 - a. Disclosure packet needs to be updated. Scott is to send over the MS Word document. Update to include cost of insurance and SCC license documents.
 - b. Forms online for requests are working
- VI. Secretary report:
 - a. Nothing to report. Minutes were approved.
- VII. Nominating Committee report by Scott Lovell:
 - a. Looking for replacement for secretary position.
 - b. Other roles have nominees
 - c. Requesting strong advertising of the meeting to draw greater participation at least to the days of meetings when held at restaurants. Need to be more social was discussed.
- VIII. Social Committee report by Scott Lovell on behalf of Jackie Lovell:
 - a. Meeting on 9/27 for social committee meeting to help with upcoming events
 - b. Date for Fall Festival is 10/14
 - c. This committee's chair is hoping a replacement will step forward as this is her 20th year.
 - d. Progressive party tentatively scheduled for 12/16

- IX. Old Business:
 - a. Little Library discussion: Kathy Sargent presented some plans available for purchasing the structure. Mike Childress took plans to look over for possible building to be handled by him versus paying for it. Plan to resolve at next meeting with HOA approval of budget for Little Library.
- X. New Business:
 - a. Homeowner called Kathy Sargent and asked that the board make two items part of the next HOA meeting agenda.
 - i. Ride Share program in neighborhood
 - ii. Neighborhood Garden Club
- XI. Motion to adjourn by Scott L. 2nd by Mike L. *Approved.*
- XII. Meeting adjourned at 8:00PM

Minutes submitted by Kathy Sargent, October 31, 2017

DRAFT