

MINUTES (DRAFT)

Highgate Greens HOA General Meeting

Tuesday, November 13, 2018 | Meeting called to order by Brad Barbour, President

In Attendance

Sign in sheet on file

Call to Order

The meeting was called to order at 6:36pm.

President's Report

Brad acknowledge that Officer W J Quina from VA Beach's First Police District was joining our meeting and would be available afterwards to answer questions related to the break ins that happened the morning of Monday, October 29, 2018. Brad will also be drafting a letter of appreciation to the officers who responded to our incidents as they acted swiftly and professionally to apprehend the individuals involved.

VP's Report

- a. Rob Grabb reported that there are three houses that recently sold in the neighborhood. Sales were for \$470,000, \$550,000 and \$586,000 respectively.
- b. There are no homes on the market currently; 2 homes were withdrawn from the marketing the last month; 3 homes are expected to come on the market in the next month.

Treasurer's Report

Jared Durban went over the budget and balance sheet for the group. He noted that our taxes have been filed and accepted. He shared that HOA dues still had an outstanding balance of \$5,570.00; reminder letters will be sent to those who still owe money.

The 2019 budget was reviewed and put to vote. With a motion by Doug Cherry and second by Lincoln Thomas the budget was approved unanimously.

Secretary's Report

Terrina Thomas submitted the minutes from the May HOA meeting. Motion by Doug Cherry and second by Kathy Sargent for approval as written.

Past President's Report

- a. Eric Westhoff indicated that he is still working on getting the disclosure packet revised. He indicated that by our next meeting he hopes to have this accomplished. There will need to be 2/3 yes votes from Highgate

Greens neighbors for the changes to be approved. If necessary, we will have volunteers go door-to-door to get votes from those neighbors who may not be in attendance at our May General Meeting.

b. Eric said that the Yard Sale will be managed by him again this year. He will post the date and times on social media and newspaper outlets. The date will be same the same as last year with the event being held in April.

Committee Reports

- **Landscaping committee** – Michael Childress was not able to attend the meeting – he submitted the following report via email: “The Little Library is finished. I enjoyed building this for the Common area. We also replaced the concrete bench seats at the Little Library. I replaced the LED flood lights that were vandalized. Mulch and flowers will be installed after the Bald Cypress leaves stop falling which will be soon. Minor irrigation repairs will take place in the spring.”
- **Social committee** – Jackie Lovell was not able to join the meeting; she submitted the following report via email:
 - “Friday Happy Hours were great this summer, we had fun and a good turnout. Thank you to all the host homes. We'll plan them again next year beginning in June.
 - 4 th of July parade and hot dogs - great turnout again and thank you to Sean Adams for the fire and police escort, kids loved it.
 - Fall Festival - another successful festival, weather was great and we had a lot of fun. Children had fun in the Zombie bounce house and the corn hole tournament was fun as usual. Thanks to everyone for their help with setup, cleanup and for attending.
 - Progressive Party - Coming up on December 8th. We have the first 3 houses confirmed and I'm waiting to hear on the 4th. Once the house's are confirmed I'll post the event on Facebook and Next Door. I'll need everyone to RSVP to either the HOA email, FB or Next Door in order to obtain the route. Should be a fabulous time, please mark your calendars and plan to join us. Watch for more information.”
- **Member At Large** – Maria Forgues reported that the Little Library is being used and that she continues to check on the appropriateness of the contents.
- **Neighborhood Watch** – Doug Cherry reported that VBPD is very pleased with our Neighborhood Watch program. A prime example of the effectiveness of Neighborhood Watch was on full display when the neighborhood had auto break-ins on Monday, October 29, 2018 and everyone assisted the police with information and by turning over evidence that was found in yards. Doug reminded the group to light up their houses and keep their property especially their cars secured.
- **Architecture committee** – Eric Westhoff reminded the group that any addition to the home (not including windows, siding, fence replacements) need to have an application submitted to the Architecture Committee for HOA approval. This can be done online and Eric and Steve Firestone respond within 1 business day.
- **Sunshine committee** – no report

Other Business

a. A neighbor has asked for the HOA and other neighbor’s assistance with getting the sidewalk at the corner of Highgate Greens Blvd and Princess Anne Road to be extended south to Seaboard Road. This extension would allow for safer passage by foot and bike to businesses and schools on Seaboard Road. Maria Forgues indicated that she had called the City of VA Beach Parks & Rec office related to this request. Doug Cherry also indicated

that he called the City of VA Beach and he learned that Parks & Rec has endorsed this improvement. The project has been added to the sidewalks project list and will be prioritized in 2019.

b. Golf Cart Community designation – Rob Grabb reported that information from the City has been obtained to move forward with this designation. This is not a HOA Board related project. Individual homeowners are heading up this effort and will keep the neighbors informed via the HOA Board meeting process. There will be the need for a neighborhood vote to move this forward, we will need 2/3 yes votes. There may be an opportunity to gather votes at the same time as they are gathered for the disclosure packet changes. The Golf Cart Community designation is believed to be a good way to slow traffic in the neighborhood. If this designation is achieved, there will be signs at the entrance.

c. There was group discussion related to installing a video surveillance sign, similar to what we currently have posted at the neighborhood entrance related to “No Soliciting.” This would be appropriate as most homes have some type of system on their homes. This technology also helped with the identification of the people who were burglarizing vehicles on October 29th. No final decision was made on this topic.

d. A neighbor asked about adding a playground on Toler Lane community space. This topic has been visited previously and no decision was made on this request.

e. A neighbor indicated that there is significant sidewalk damage near Ferguson Ct that the City of VA Beach should be notified of for repair. That issue will be addressed by the Board.

f. Board position openings were discussed and nominations were accepted as follows:

Doug Cherry to Member at Large (nomination by himself, 2nd by Eric Westhoff, all in favor)

Rob Grabb to President (nomination by Brad Barbour, 2nd by Sachin Katkar, all in favor)

Steve Firestone to Vice President (nomination by Rob Grabb, 2nd by Kathy Sargent, all in favor)

Open Treasurer Position – no nominations received

Past President will now be Brad Barbour and Eric Westhoff will remain Architecture Committee Chair

Terrina Thomas will remain as Secretary

Sachin Katkar will remain as Member-at-Large

Adjourn & Next Meeting

Motion to adjourn was made by Eric Westhoff and second by Kathy Sargent at 7:10p.m.

Next General Meeting in May, 2018, Brother’s Pizza – date to be determined

Post Meeting Notes

After the meeting adjournment, neighbors asked questions of Officer Quina related to the burglaries on Monday, October 29, 2018. He answered questions related to the police tactics in apprehending the suspects, to the police’s response to our neighborhood, other incidents that were tied to the same group of suspects from earlier in the morning and how anyone who had stolen property can potentially retrieve it from the police precinct. The police department requested that their officer’s efforts were not part of our formal agenda so this information is offered outside of the minutes accordingly.

Respectfully submitted by Terrina Thomas, Secretary

Highgate Greens Home Owners Association

BUDGET VS. ACTUALS: FY_2018 - FY18 P&L

January - December 2018

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
Disclosure Packages	500.00	1,100.00	-600.00	45.45 %
Homeowner Association Fees	44,349.08	44,115.00	234.08	100.53 %
Total Income	\$44,849.08	\$45,215.00	\$ -365.92	99.19 %
GROSS PROFIT	\$44,849.08	\$45,215.00	\$ -365.92	99.19 %
Expenses				
Annual HOA Meeting	231.00	1,000.00	-769.00	23.10 %
Bank Fees	54.00	100.00	-46.00	54.00 %
Computer and Internet Expenses	229.95	200.00	29.95	114.98 %
Depreciation Expense		1,600.00	-1,600.00	
Dues & Licenses	25.00	75.00	-50.00	33.33 %
Insurance Expense	2,266.00	2,300.00	-34.00	98.52 %
Landscaping and Groundskeeping	6,954.99		6,954.99	
Aerate & Seed	200.00	1,200.00	-1,000.00	16.67 %
Annual Plantings (Twice Per Yea	1,100.00	1,450.00	-350.00	75.86 %
General Maintenance & Repairs	5.81	1,500.00	-1,494.19	0.39 %
Holiday Decorations		200.00	-200.00	
Lake Management		1,500.00	-1,500.00	
Lawn Care - Common Areas 2 & 3		3,600.00	-3,600.00	
Lawn Care - Front & Common Area	6,344.99	12,500.00	-6,155.01	50.76 %
Mulch (Twice Per Year)	7,199.99	7,695.00	-495.01	93.57 %
Plumbing & Sprinkler Repairs		500.00	-500.00	
Tree Replacement		1,000.00	-1,000.00	
Tree Trimming - Front Entrance		650.00	-650.00	
Total Landscaping and Groundskeeping	21,805.78	31,795.00	-9,989.22	68.58 %
Office Supplies	183.27	50.00	133.27	366.54 %
Postage and Delivery	120.00	350.00	-230.00	34.29 %
Professional Fees	1,237.00	1,000.00	237.00	123.70 %
Reconciliation Discrepancies	-4,368.20		-4,368.20	
Repairs and Maintenance	639.62	200.00	439.62	319.81 %
Small Tools and Equipment		100.00	-100.00	
Social Committee	687.65	1,000.00	-312.35	68.77 %
Sunshine Committee	103.95	250.00	-146.05	41.58 %
Utilities	396.64	500.00	-103.36	79.33 %
Total Expenses	\$23,611.66	\$40,520.00	\$ -16,908.34	58.27 %
NET OPERATING INCOME	\$21,237.42	\$4,695.00	\$16,542.42	452.34 %
Other Income				
Bank Interest Income	1.96	10.00	-8.04	19.60 %
Interest Income		100.00	-100.00	
Returned Check Charges		100.00	-100.00	
Total Other Income	\$1.96	\$210.00	\$ -208.04	0.93 %
Other Expenses				

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Cash Reserve Deposit		2,000.00	-2,000.00	
Total Other Expenses	\$0.00	\$2,000.00	\$ -2,000.00	0.00%
NET OTHER INCOME	\$1.96	\$ -1,790.00	\$1,791.96	-0.11 %
NET INCOME	\$21,239.38	\$2,905.00	\$18,334.38	731.13 %

Highgate Greens Home Owners Association

BUDGET OVERVIEW: FY_2019 - FY19 P&L

January - December 2019

	TOTAL
Income	
Disclosure Packages	600.00
Homeowner Association Fees	45,034.00
Total Income	\$45,634.00
GROSS PROFIT	\$45,634.00
Expenses	
Annual HOA Meeting	1,000.00
Bank Fees	100.00
Computer and Internet Expenses	500.00
Depreciation Expense	1,600.00
Dues & Licenses	75.00
Insurance Expense	2,300.00
Landscaping and Groundskeeping	
Aerate & Seed	1,200.00
Annual Plantings (Twice Per Yea	1,450.00
General Maintenance & Repairs	750.00
Holiday Decorations	200.00
Lake Management	1,500.00
Lawn Care - Common Areas 2 & 3	3,600.00
Lawn Care - Front & Common Area	12,500.00
Mulch (Twice Per Year)	7,695.00
Plumbing & Sprinkler Repairs	500.00
Tree Replacement	1,000.00
Tree Trimming - Front Entrance	650.00
Total Landscaping and Groundskeeping	31,045.00
Office Supplies	100.00
Postage and Delivery	300.00
Professional Fees	1,000.00
Repairs and Maintenance	750.00
Small Tools and Equipment	100.00
Social Committee	1,000.00
Sunshine Committee	250.00
Utilities	500.00
Total Expenses	\$40,620.00
NET OPERATING INCOME	\$5,014.00
Other Income	
Bank Interest Income	10.00
Total Other Income	\$10.00
Other Expenses	
Cash Reserve Deposit	4,000.00
Total Other Expenses	\$4,000.00
NET OTHER INCOME	\$ -3,990.00

	TOTAL
NET INCOME	\$1,024.00