

Highgate on the Lake
Association Board Meeting Minutes
August 9th, 2015 7:30 pm at 1576 Gramercy Ct.

Present at the meeting: Eric Madison, Phil Wilson, Jeremy Jungman, Abu Elteriefi, John Pavelko, Mike Boyagian, and Homeowner Jennifer Mulder

Meeting called to order 7:30pm by President John Pavelko.

Meeting Minutes

Meeting Minutes for March, April, and June 2015 were submitted to all board members by email on July 7th for review and approval. All board members responded between July 7th and July 12th with no changes required. Minutes were sent to M. Boyagian and posted on the HOTL website for homeowner access. There was no meeting in July.

Budget and Financial status

Opening balance for last month was \$23,935. Closing balance for last month was \$24,990. Not included in this balance was \$175 received but not yet deposited.

Highgate homeowner directory

Jennifer Mulder brought a list of homeowners that recently moved into the neighborhood with the intent of gathering any additional information available for inclusion in a directory update. M. Boyagian provided information to Jennifer that he received via the HOTL website link available to homeowners for submitting such information. She will update the directory. If homeowners have further updates for the directory, they can be provided to the board (email links on the website) and the information will be passed along to the appropriate person.

Commons area tree replacement proposal

Based on board discussions in previous meetings about commons area tree strategies, J. McDermott initiated (June board meeting) a discussion regarding a tree replacement capital improvement proposal for the commons area facing Loon Lake Rd. Many of the trees along Loon Lake Rd. are dying and/or needing replacement. Rather than addressing each tree location individually as it becomes a need, the board agreed that a comprehensive tree replacement strategy should be developed. This strategy would enable a cohesive and consistent appearance of the subdivision along Loon Lake Rd.

A proposal including tree type and rough location was submitted by J. McDermott and presented by A. Elteriefi for board review. This initial proposal was developed by a landscape company to address the areas along Loon Lake Rd. where the subdivision commons area intersects Loon Lake Rd. This came with an initial estimate of \$30K. Discussion amongst board members concluded that the proposal should be amended to extend from Chantclair Cir. at Lot 1 to the end of Lot 49 past the western end of Chantclair Cir. Motion made by M. Boyagian to amend the proposal to extend as described. Motion was seconded by A. Elteriefi. None opposed – motion carried. A. Elteriefi will obtain an updated proposal with an updated estimate. He will also obtain an estimate from a second landscape company.

Motion was made by E. Madison to approve the overall strategy of tree replacement including the previously agreed amendment. A. Elteriefi seconded the motion. None opposed – motion passed.

A. Elteriefi will bring the proposal to the subdivision annual meeting for homeowners. As this is a large expense for addressing a capital improvement need, a long term savings plan will need to be developed. This plan will be developed in future board meetings. No time table has been discussed for start or completion of tree replacement or associated savings plan.

A. Elteriefi will contact the homeowner at 1301 Chantclair Cir. with the information from the approved tree replacement strategy as a follow up from their inquiry on tree replacement.

Annual Homeowner Dues

There are still a number of homeowners that have not paid association dues. Various options were discussed for obtaining payment of these past-due association dues from homeowners. It was agreed that a combination of personal visits and phone calls would be appropriate. J. Pavelko and P. Wilson will visit one of the homeowners. E. Madison will call additional homeowners.

Beach maintenance/path to beach

Beach sand was delivered and spread in June. Thanks to homeowners who came to help. Keep an eye on the Highgate on the Lake Facebook page for opportunities to help with these items in the future – many hands make quick work.

During the sand delivery, the delivery truck damaged the asphalt path leading to the beach. This section has been in the walking path replacement discussion in the past (part of a larger capital improvement project). Before the recent damage its repair or replacement has not been a priority for the board. The board discussed options for replacement including concrete or asphalt. The consensus was that asphalt would be the better choice given the non-standard width of the path and potential staining/appearance of the path due to the heavy tree cover.

Motion was made by E. Madison to obtain an estimate for asphalt replacement of the path to the beach. Motion seconded by J. Jungman. None opposed – motion carried. J. Pavelko will contact J. McDermott to obtain the estimate.

Insurance Policy

The board reviewed the current insurance policy that is held by the association. J. Pavelko made a motion to take no action regarding the policy. E. Madison seconded the motion. None opposed – motion carried. Policy is paid for the current year.

By-law variances

An anonymous letter was received by the board from a homeowner highlighting a couple photographed by-law variances that they noticed within the subdivision. They requested that the board explain at the annual meeting how homeowners can obtain variances.

Board members M. Boyagian and J. Pavelko will visit the homeowners of the photographed variances.

Summer party

Motion made by Social committee chair J. Jungman to increase the budget from \$300 to \$550 for the Summer subdivision party to allow for equipment rentals for children. The cost of the sand for the

beach was less than anticipated and is enough to cover this additional allotment. None opposed, motion passed.

Annual Meeting

J. Pavelko will chair annual meeting on September 12th, 9:00 in the park.

A. Elteriefi will bring updated tree replacement plan for distribution.

J. Pavelko made a motion not to extend an invitation to city officials. Motion seconded. None opposed – motion passed.

There are two board positions that will need to be filled at this meeting. Homeowners can volunteer at the meeting.

Each board member should be prepared to provide at least an oral report for their area of responsibility.

Fallen tree by beach

There is a large tree that has fallen by the beach (behind the eastern beach sign). The tree is large and will require a significant amount of effort to clear. It was suggested to post an offer on Craig's list for someone to come and remove the tree with compensation being the wood from the tree. If such an arrangement is not made prior to Fall clean up, the remaining cutting, removal, and clean –up will be added to the Fall clean up list of work.

Playground sand

Playground sand/weeds/bees/hornets need attention to maintain the playground area as a desirable amenity. M. Boyagian will obtain quotes for alternative base materials to replace sand. A. Elteriefi will schedule a playground clean-up work time and post it on HOTL Facebook page.

Fall Clean-up

October 10th has been set aside for Fall clean up. As usual, it will start in the morning and run until work is completed. Subdivision clean-up participation still needs to be improved. Numbers are still a very small fraction of the homeowners in the subdivision. The homeowner survey results indicate that there are a number of reasons for this including schedule conflicts. 'Save-the-date' notices were included with annual dues letters this Spring. If you can't make the date/time, contact board member A. Elteriefi for a project that you can help with at a more convenient time or choose something to help maintain our common areas at time convenient for you.

A. Elteriefi and E. Madison will work on a sign-up type proposal for future clean ups (next year).

Meeting adjournment

Motion to adjourn made by J. Jungman. M. Boyagian seconded. No objections. Meeting adjourned approx. 9:20 pm. The September board meeting will be held immediately following the annual meeting at the park.

Respectfully submitted,

Phil Wilson