

Minutes – HVHA Board Meeting

September 19th, 2013 – 7:00 PM

St. Luke Lutheran Church – Cottage Grove, MN

Call to Order

- The meeting was called to order by President Steve Weber at 7:00 PM
- Board Members:
 - o Attending: Steve Weber, Dana Frey, Dave Thiede, Rick Fryar
 - o Absent: Russ Eigenheer
- Others Attending:
 - o ACC members: Helen Brosnahan, Darcy Wall
 - o Residents (other than Board and ACC members): none

Residents Forum:

- No resident in attendance
- Resident Sue Stoner submitted email expressing her continuing concern for lack of Board meeting minutes on the website, and for lack of enforcement of covenants.

Administrative Housekeeping -- Steve

- Board members
 - o Board members Bill Dwyer and Susan Burbank have stepped down from their positions on the HVHA Board. Steve thanked the outgoing board members for their service to HV and the HVHA Board. Bill was a long time board member, serving X years, and Susan had started serving on the Board in early 2013.
- Administrative Assistant
 - o The Board's Administrative Assistant, Chris Rudh, submitted his resignation, citing increased time and travel responsibilities with his job as impacting his ability to serve in this position. Steve thanked Chris for his interest in this position and supporting the HVHA Board
 - o After some discussion regarding filling the Admin Assistant position, the board generally agreed to move away from the paid Admin Assistant position for now and work to fill the board.
- Open Board positions
 - o Discussion centered on filling board positions and board functions required. The goal is to define functions needed on the Board and recruit people for those functions. Roles include: landscape coordination, Mailbox maintenance coordination, Welcome Wagon, etc.
 - o Darcy expressed interest in being on Board as well as ACC.
 - o Action Item: Generate list of Board member roles for next meeting.

Secretary Report – Open (Steve)

- Meeting Minutes
 - o Meeting Minutes are incomplete. No minutes to approve. Minutes needed from May, June, July and August meetings
 - o Action: Steve will work on completing Minutes by next meeting.

Treasurer Report -- Dave

- Dues Collection
 - o 2 outstanding dues – one is vacant home, other is resident. Bill has been delivered
- General report
 - o Account balances: \$17,921.49 as of 9/18/2013

- Discussion of investigation for conversion of monument lights to solar. Monthly charge of approx. \$50 for lighting

ACC (Architectural Control Committee) -- Dana

- Requests / Actions
 - Discussion regarding posting requests on web site. Agreement to post general activity on monthly basis – requests (no names or addresses), approvals and denials. Will start with September - 3 req – deck & spa approved, section of fence denied, roofing approved.
 - Fence – request to replace a section of fence with white plastic fence, which would result in multiple materials. Question about ownership of fence.
 - Roofing – request for partial replacement of roof
- Violations
 - Status – no new issues reported
 - Log of issues – discussion to post on “cloud” drive (Google or other) for access.
 - Action – Google Doc location for reporting/recording violations - Rick
 - Tree/shrub obstructing view around curve
- General Status
 - Improvement in ACC discussions.
- Street light
 - Reported outage on City site and Xcel site but has not been repaired

Grounds Maintenance -- Dana

- Standard activities
 - Discussion regarding level of service from Red’s Landscaping.
 - General disappoint with look of 74th St. monument area (weeds) and Hinton berm area.
 - Continued invoicing issues – delay in receiving invoices.
 - Prior to Board meeting Dana and Steve took a field trip to look at monument areas and Hinton path. Many weeds in 74th south area.
- Issues needing attention:
 - Tree removal
 - Discussion of removal of four trees
 - Received quotes for removal: Red’s – approx. \$1100 with grinding; Blue Chip \$578 without grinding; Four Season Outdoor -- \$1,071 with grinding
 - Discussion regarding stump removal and longer term tree replacement
 - Action: Updated quote without grinding
 - Agreed to give approval upon quote receipt
 - Dead shrubs removal
 - Red’s quote -- \$50/hr and 2 man hours per shrub.
- 2014 Contract bid process
 - Discussion regarding process. Goal – to provide specification for requested service, not vendor telling us what they’ll do
 - Action: Define Maintenance spec by next meeting.
- Island water
 - Investigate which islands have water, is it functioning, does it need to be blown out?

Physical Property – Open (Steve)

- Mailbox surrounds
 - Carpentry repairs are complete for surrounds. Steve approved additional charges for lattice repair on surround #5 and replace of missing 2x2 on top of surrounds xx & xx totaling \$200
 - Painting of wood surrounds is complete. Painting of mailbox bases is in final stages.

Website -- Rick

- Users
 - o Minimal to date
 - o Mail list
- Nextdoor website – currently 48 registered users, maybe 30 addresses. Could be good site – not clear how they generate revenue. Encourage Board member to check it out

Welcome Wagon – Open (Dana)

- Welcome booklet
 - o Minimal progress by Chris
 - o Discussion of content – who to content, HVHA, processes
 - o Action – Complete outline by next meeting

Social Activities – Open (Steve)

- Holiday Event concept
 - o Christmas gathering – Pictures with Santa Gary at Webers. Perhaps hot chocolate, pictures, etc. Approval to Christmas Lighting contest budget of \$150 for this event.
 - o Action – Identify potential dates with Santa Gary next meeting

Home Sales - Dave

- 5 houses for sale or corporate owned
- 1 house sold.
- 10 new residents since the beginning on the year

Old Business -- Steve

- None

New Business -- Steve

- Fox sighting – send out general email notification

Next Meeting – Steve

- Scheduled – Thursday, October 17th, 2013
- It was identified that this is during MEA weekend.
- Action: Identify potential date change.

Adjourn

- Meeting was adjourned at 9:10 PM

Action Item summary:

1. Generate list of Board member Functions/roles for next meeting.
2. Complete Meeting Minutes by next meeting.
3. Create Google Doc location for reporting/recording violations
4. Define Landscape Maintenance specification by next meeting.
5. Complete Welcome Booklet outline by next meeting
6. Identify potential dates with Santa Gary for Holiday social next meeting
7. Identify potential date change for Board meeting.