

Highlands HD-1 Homeowners Annual Board Meeting Minutes

Meeting Date: December 16, 2021 via Zoom, 1:30 pm - 2:30 pm

Call to Order: Dean Bender, President, opened the meeting confirming there was a quorum based on proxies received.

All current board members were in attendance.

Dean made a motion to approve the minutes from the prior meeting held on January 20, 2021. The motion was seconded and approved by the board.

Discussion of Old Business:

- Landscape Report - Danielle Stivers

Clean Cut Tree Service trimmed the trees in April 2021. Some work remains to be done. Since that time the company has not returned calls and has now been sold to new owners. Dean and Danielle are working with the new owner to resolve the remaining issues and determine the final bill to be paid.

Danielle obtained quotes from three new companies to trim the oak trees and the palm trees in the future. The palm trees are trimmed every year and the oak trees are trimmed every three years. Danielle received quotes from Terry's Tree Service, Arbor Tree Service and J&M Tree Service. Danielle recommended we work with J&M tree service based on the vendor's knowledge, focus on customer service and the amount quoted. John added that the quote matches the budgeted amount. Mr. Martinez, with J&M, noticed that during prior trimmings, some of the palm trees have not been neatly trimmed at the top just below the palm fronds. This area is referred to as the "boot". He has offered to clean up the boot areas of the trees when he does the next trimming for a charge of \$25 per tree. Dean mentioned this could be an option if homeowners wish to have this done at their expense. Residents will be notified in April of how to request and pay for this option from J&M. Dean made a motion to accept the recommendation to work with J&M to trim the trees. The motion was seconded and approved by the board.

Teal Landscaping mulched the yards last week. Feedback from our residents has been positive. However, if anyone notices any areas accidentally missed, please notify Danielle at danielle.stivers2020@gmail.com

- Update on Painting, Backflow and Roof Cleaning - Chet Massari

The painting has been completed. Chet thanked Dean for his support on the project.

Manatee County requires all back flows to be checked annually. There are 57 homes in our HOA and each home has 2 devices. Historically, there are usually 4 or 5 failures each year. However, this year there were 14 failures due to the aging of the devices. The HOA coordinates and pays for the annual inspections and the homeowners pay for the necessary repairs.

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The HOA pays for roof cleaning every 2 years. It is scheduled for the first week of June 2022. The vendor will also clean cages at the home owners expense. Chet will check with the vendor on the additional cost and notify residents before June in case anyone is interested. If anyone has a new roof within the last year and does not want their roof cleaned, please notify Chet at cmassari2@aol.com

- Treasurer's Report - John Hughes

HOA fees will stay the same for 2022. They have not increased since 2012.

The HOA fee will now be collected on an annual basis rather than quarterly in order to abide by our HOA By Laws. The HOA fee will be paid in January of each year. For the first time, the HOA fee may be paid by credit card with an additional fee to cover the processing cost. If you would like to pay by credit card, please notify John at jfh5232@gmail.com

John reviewed some of the expenditures for 2021. There was a modest increase in landscaping costs of \$3 per home per month and we were able to agree to a landscape contract lasting through 2023.

A storage closet for HOA records was cleaned out and closed saving over \$1,000 per year. All the necessary records have been scanned and are being stored on Dean's and John's computers, as well as, on a backup device.

House painting was done in 2020/2021. The cost was \$2800 per home and the total cost for the project, \$159,000, was paid from the reserve account.

As you are aware, costs are rising rapidly, and we will probably face increased costs next year for mulch. Our operating and reserve accounts are currently healthy, but John anticipates a rise in our fees next year.

John will be sending out the annual report in a few weeks after the end of the year.

Discussion of New Business

Election of Officers: Dean Bender

There were two board openings for two year terms.
Dean Bender and John Hughes agreed to serve again.
There were not any other nominations.
Based on the proxies and votes, Dean and John were both reelected to the board.

Meeting Adjourned

Open Forum