

Highlands Rosedale Homeowner's Association No. Two Inc.
Minutes of the Meeting of the Board of Directors

Board Meeting – February 2, 2013

Meeting was called to order at 9:00am at the home of Tom Repp. Quorum was established.

Attendees Present:

Tom Repp – President
Robert Berube – Vice President
Reon Onstine – Secretary
Jerry Yake – HD2 Homeowner

Board Members Absent:

Paul Herzing – At Large
Joanne Riddle - Treasurer

Approval of Minutes:

- Motion by Bob Berube to approve minutes from the January 19 meeting, seconded by Tom Repp
- Unanimous approval

Business:

- Purchasing & Payment Policy - A review was conducted of the "Purchasing and Payment" policy draft submitted by Joanne Riddle. Several changes and corrections were discussed. Motion by Bob Berube to amend the policy with changes as discussed. Seconded by Tom Repp and approved unanimously. Approved purchasing and payment policy attached to the minutes.
- 2013 Budget - A review of the 2013 budget drafted by Joanne Riddle was reviewed. Adjustments were made for bank charges, insurance expense and landscaping / groundskeeping. An Additional expense category of postage & office supplies was added. This category will include costs for the planned HD2 website. Motion to approve by Bob Berube, seconded by Reon Onstine and unanimously approved. Approved 2013 budget attached to the minutes.
- Teal Landscape invoice in the amount of \$3,108 received for the month of February. Motion to approve by Reon Onstine. Seconded by Bob Berube. Teal has provided a credit of \$504 for overbilling the Association for services at one of the new model homes which is actually included in the HD1 Association. Additional Teal invoice for irrigation parts was put on hold pending information as to which home location(s) parts were utilized.
- A motion by Bob Berube to approve Teal Landscape annual costs of \$37,296, billed monthly at \$84 per homesite. Seconded by Reon Onstine and unanimously approved.
- A modified quote for insurance from Brown & Brown was received with an additional \$69.15 annual cost. Confirmation received that insurance liability will cover Tom Repp performing carriage light maintenance for the Association. Motion to approve by Bob Berube. Seconded by Reon Onstine and approved unanimously.
- Legal – A retainer agreement from Robert Todd was reviewed. It was decided there was no need or value to sign a retainer. Services from Robert Todd will be engaged as needed.

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- Discussion was held regarding development of a website for HD2. The website would be used for posting of board meeting minutes, bylaws, meeting notifications, contact information for the board and other general Association information. Reon Onstine has researched possible web host providers . Cost for a website to be approximately \$100 per year. Motion by Bob Berube to have Reon proceed with setting up an HD2 website. Seconded by Tom Repp and unanimously approved.
- Board meetings are to be open to all members of the Association. To save postage costs, it would be preferable to notify members by email instead of posted mail of upcoming board meetings. Tom Repp will draft a communication to the members asking for permission for use of email for notification of upcoming board meetings.
- Painting & Roof Cleaning – Roof Cleaning has been performed every two years and is due in 2013. Tom Repp will contact the contractor to determine if the scope and costs from two years ago will still apply for this year. Costs are in the budget. Painting will be planned for October of 2013 after the summer rains. Painting committee to be organized.
- Association Committees - Volunteer submissions for various committees were reviewed. Motion by Bob Berube and Seconded by Reon Onstine to accept the committee volunteers. Unanimously approved. Committee volunteers listed below. Tom Repp will notify committee members of their assignments.
 - Safety & Emergency – Tony Nagy
 - Painting –Sara Eusedi, Carrie Mueller, Susan Onstine, Mike Spellman, Sharon Repp, Jean Voller
 - Social – Nancy Raglan, Arlene Silverman
 - Quarterly Landscape Review – Dick Haas
 - Rosedale Homeowners Council Liaison – Bob Mallarino, Tom Repp
 - Architectural – On hold pending guideline input from Master Association

Next Meeting Date: The next Board meeting is not currently scheduled. Tom Repp will submit a date to the Board for the next meeting.

Meeting adjourned at 10:40 a.m.



Reon R Onstine
Secretary

Attachments (2)

Rosedale Highland Homeowners Association No. Two, Inc.

Purchasing & Payment Policy

1.1 PURPOSE

To assure that purchases of and payment for goods and services are properly authorized.

1.2 PROCEDURE

- A. All purchases duly authorized through the budget process can be made without additional approval.
- B. Expenditures deemed necessary that have not been budgeted will require the approval of a majority of board members at the next scheduled board meeting.
- C. In case of an Emergency the following process be followed:
 - a. Written estimates will be sent via email to all board members for review. The President, or designee, will explain the situation, document actions taken so far and make a recommendation on the purchase. Directors will be polled on the purchase by a vote of YES, NO or ABSTAIN. A majority vote is required to move the matter forward.
 - b. Board members will respond with 24 hours via email. Once a majority of member vote is determined the approved action can commence.
 - c. The emergency vote will be affirmed in at the next regular meeting.
- D. Invoices for payment will be reviewed and approved in writing and for payments via electronic banking by two board members.
- E. Payment may be made by written check or ~~electronically~~ electronic bank transfer.
 - a. Checks will require at least two signatures
 - b. Electronic payments will be reviewed during the bank reconciliation process for proper authorization and payment.
- F. The Board may authorize the creation of a Petty Cash Fund not to exceed \$200.00.

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Effective Date of Policy: 2 February 2013

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2013 Rosedale Homeowners 2 Budget

Income

Homeowner Dues	\$	66,600.00
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Total Income	\$	66,600.00
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Expense

Backflow Checking	\$	1,110.00
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Insurance Expense	\$	3,244.00
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Irrigation	\$	600.00
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Lamp Post Lighting	\$	360.00
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Landscaping and Groundskeeping	\$	37,296.00
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Legal	\$	500.00
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Mulch	\$	5,500.00
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Postage & Office Supplies	\$	400.00
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Roof Cleaning	\$	5,000.00
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Taxes	\$	61.25
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Total Expense	\$	54,071.25
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Net Income	\$	12,528.75
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Fund Balance

December 31,2012	\$	75,337.22
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Expected Income 2013	\$	12,528.75
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Painting (35 homes @\$2,000 each)	\$	70,000.00
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Budgeted Fund Balance YE 2013	\$	17,865.97
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