

HERITAGE SPRINGS COMMUNITY ASSOCIATION, INC.

Board of Directors Meeting Minutes Wednesday, August 23, 2023 1:00 PM

1, Call to Order: Kathy Williamson called the meeting to order at 1:00 p.m.

2, Pledge of Allegiance: Led by Kathy Williamson.

3, Proof of Notice and Quorum: Notice posted and emailed on August 21, 2023.

Present: Kathy Williamson, Ken Rubin, Dann Stavro, Kelly Alter, Ed Raether, and Cindy Thompson

Absent: Mike Jablon

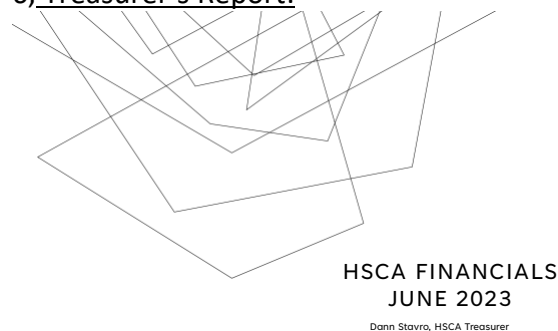
In Attendance: Derek Intinarelli – General Manager, Zita Tuomey – Assistant General Manager, Natalie Brewton – HR Manager, Ailyn Millares – Controller, Ron Kelly – Chief of Safety and Security

4, Meeting Minutes: Motion by Kathy Williamson to approve meeting minutes from June 28, 2023, Board Meeting, Executive Board Meeting of June 28, 2023, and Board Meeting from July 12, 2023. Kelly Alter seconds the motion. The motion passed with a vote of 6 – 0.

5, Presidents Report:

- Thank the community for participation in the kitchen project.
- Special thanks to staff and Committee members.

6, Treasurer's Report:



JUNE'S NET OPERATING RESULTS

Dept	Monthly Budget	Monthly Actual	Monthly Variance	YTD Budget	YTD Actual	YTD Variance
HOA	82,400	93,800	11,400	494,300	530,600	36,300
F&B	-27,300	-38,500	-11,200	-164,000	-131,800	32,200
Golf	10,400	200	-10,200	62,300	120,800	58,500
Total	65,500	55,500	-10,000	392,600	519,600	125,000

08/23/23

HSCA Treasurer's Report

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DEPT ANALYSIS (COMPARING ACTUAL TO BUDGET)

DEPT	Comments	Month Variance	Comments	YTD Variance
HOA	Wages \$11k, Repairs \$8k	11,400	Wages \$91k, Repairs \$29k, CC fees \$32k, Pool \$19k, Elec \$15, Equip \$13, Ins \$4k, Temp \$4k Legal \$7k, WC \$7k	36,300
F&B	Equip \$5.6k, Wages \$12k, Food & bev purchases \$14.3k, Sales \$26.5k, WC \$6k, Ldry/Linen \$6k	-11,200	Wage Exp 69k, F&B Sales \$40k	32,200
GOLF	Wages \$10k, Fertilization \$4k, Golf Rounds and Pro Shop \$23.5k	-10,200	Greens/Carts \$32k, Pro Shop \$5k, Wages \$24k, Tournaments \$8k, Fertilization exp \$12k	58,500

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HSCA Treasurer's Report

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CASH STATUS AS OF 8/17/2023 (AMOUNTS ROUNDED)

	Amount	Notes
Operating Accounts	\$963,000	\$365,000 in money market @1%, balance in checking
Reserve Accounts	\$1,400,000	\$5 for future projects plus \$500,000 to cover any future insurance deductibles \$600,000 CDs @ 5.1%, \$300,000 in money mkt @ 1%, balance in checking

RESERVE FUND PROJECTION (AMOUNTS ROUNDED)

	Amount	Notes
Reserve Fund Balance	\$1,400,000	At 08/17/23
Remaining 2023 Projected Expenditures	\$-365,000	Jonas Software, Kitchen Reno, SIP Roof, ...
Remaining 2023 Projected Income	\$300,000	HOA fees, Interest & Capital Contribution Fees
Projected Balance at 12/31/2023	\$1,335,000	

7, General Manager's Report:

- GM REPORT:
 - Hello and thank you for being here!
 - It's been an extremely busy Summer with all the capital works, renovations, golf course aerification, and other ancillary projects. We look forward to getting things back to normal in the Clubhouse. With this said, (on to the below!)
- CAPITAL EXPENSE PROJECTS UPDATE:
 - Our HSCA Capital Kitchen Project has concluded, albeit with a two-week delay, and we are finishing a few punch list items today. We came in \$1,400 under budget on this project and a huge thanks to Terry Anthony, the Facilities Committee, and our HSCA Team for all the work done. We couldn't have done this without you. We are looking forward to our reopening of the Dining Room, Lounge, and Kitchen tomorrow, Thursday, August 24, 2023, at 11:00 AM. Thanks for all the support, words of encouragement, and patience while we worked through this project. We appreciate it and are glad to be finished.
 - Our Jonas Club Management New Software Operating System Programming is almost complete and the implementation date is set for Wednesday, September 6, 2023. We do have our first Jonas Town Hall Meeting this Friday, August 25, 2023, at 2:00 PM in the PAC. Please RSVP at the Concierge Desk if you plan to attend; we look forward to seeing you then.
- UPCOMING HAPPENINGS:
 - HSCA Labor Day Celebration on Monday, September 4, 2023
 - Jonas Club Management Implementation on Wednesday, September 6, 2023

8, Committee Reports:

- Facility Committee – Terry Anthony. F/B 28 projects, 7 complete 11 in progress, 10 deferred, or cancelled all usage inspections are complete, waiting for manufacturing to return for QA check.
- ARC Committee - Frank Smith - Completed home inspections for villages. Maintained Villages were completed by the ARC rep, there are marked improvements since the last

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review, only small infractions. All notifications are delivered by email. ARC Committee is working on some ARC Manual update items.

9, Member Comments on Agenda Items:

Members made comments on the agenda items.

10, Motion to fill an opening in the ARC Committee:

I, Kenneth Rubin, hereby make a motion to replace Michael Castillo, who stepped down from the ARC Committee, with Barry Allaire, who has volunteered to replace him. Barry has previous ARC Committee experience, so he will be able to seamlessly step into the position. Motion seconded by Cindy Thompson Vote: 6 – 0. Motion passes.

11, Motion to Approve CAP for the Billiard Room Chairs:

PURPOSE: This motion aims to approve funds to reupholster the current green fabric poker table chairs and add 2 new spectator chairs. The current poker chairs upholstered in green fabric are 12 years old. With the new paint colors and flooring throughout the clubhouse, the dated green fabric no longer matches any design scheme or color palette.

DESCRIPTION:

Eight (8) of the newer poker chairs were included in the reupholstering based upon member input that the seats were less comfortable than the older chairs and to provide a consistent look. Four (4) of the newer poker chairs will be moved to the library. As these chairs receive less usage, they will not be reupholstered.

The six (6) Spectator seats will be covered in higher-grade vinyl fabric and include new padding. This is based on our consultant's recommendation.

COSTS:

The project cost is \$14,182, slightly less than budgeted.

28 Reupholstered poker chair seats & backs with new padding

6 Reupholstered spectator chair seats with new padding

Tax and Shipping Contingency

I, Ed Raether, make a motion to approve the funds for \$14,682 to reupholster poker and spectator chairs as described above. The motion is seconded by Dann Stavro. The motion passes 6 -0.

12, Motion to Approve CAP for Arts and Crafts Room:

MOTION

Upgrade furniture and flooring in the Arts and crafts room

PURPOSE:

The purpose of this motion is to approve the funds to replace chairs, tables, and flooring in the Arts & Crafts room.

Costs: FAC-21

- Original budget: \$16,320
- Total tables and bases: \$5,698.39

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- Total chairs: \$4,237.20
- Consulting: \$650
- Total for FAC # 21; \$10, 585.59 (under budget by \$5,734.41)

FAC-22

- Original budget: \$8,500
- Total Flooring: \$3,983.88
- Contingency: \$1,431
- Total for FAC # 22; \$5,414.88 (under budget by \$3,085.12)
- Total Cost \$16,000 (under budget by \$8,819.53)

MOTION:

I, Ed Raether make a motion to approve the funds for \$16,000 to replace tables and chairs in the Arts & Crafts room and upgrade flooring. Kelly Alter seconds the motion. Vote: 6- 0. The motion passes.

13, Motion to Approve CAP for Bingo Machine Purchase:

I, Kathy Williamson, make a motion to approve purchasing a Bingo Machine for the Bingo Committee events at HSCA. The purchase of a bingo machine from Roy Bingo Supplies, In. and the cost is not to exceed \$13,600.00 for the Envoy Console – item code HH40DVERFY. Kelly Alter seconds the motion. For the Motion: Ed Raether, Cindy Thompson, Ken Rubin, Kathy Williamson, and Kelly Alter. Opposed: Dann Stavro. Motion passes: 5-1.

14, Motion to Approve for Golf Course Maintenance Equipment Lease:

PURPOSE:

The purpose of this motion is to approve the future funds to replace major golf course equipment. The existing 48-month FMV Lease expires in March 2024.

Based on today's market the order needs to be placed now to secure the pricing and equipment which may be 12-18 months out from the date of order.

COSTS:

48 Month lease from WescoTurf is \$10,769.10 (Wells Fargo).

This replaces the current 48-month lease of \$8587.86 which expires in March 2024. A 21% increase which is offset by the purchase of the 2 smaller non-mowing equipment in the next motion.

The total lease for 48 months is \$535,270.37.

MOTION:

I, Kelly Alter, make a motion to approve the future funds for the 2024 Large Equipment Lease program, a 48-month FMV for major golf Course Equipment with a monthly lease of \$10,769.10. Dann Stavro seconds the motion. The vote is 6-0. The motion passes.

15, Motion to purchase two pieces of Golf Course Equipment, Spray Rig, and Workman:

PURPOSE:

The purpose of this motion is to approve a Capital Purchase for 2024 for a Spray Rig and Workman hydraulic Dump Utility vehicle. These two pieces of equipment are part of our

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current major equipment lease that expires in March of 2024. This needs to be decided now since projected deliveries are 12 - 18 months after signing the proposal.

Costs:

- \$22,000 Spray Rig
- \$11,000 Workman Utility Cart with hydraulic dump bed. Total including Tax and 10% Contingency = \$38,500.

I, Kelly Alter, make a motion to approve the future funds of 2024 for a Capital Purchase of \$38,500. These funds will be used to purchase the Spray Rig and Workman Utility Cart with Hydraulic Dump Bed that are part of our current major equipment lease that expires in March 2024. Cindy Thompson seconds the motion. Dann Stavro suggests an earlier purchase than a lease agreement if possible. Vote: 6-0. Motion passes.

16, Motion to Approve Community Rep Charter:

Discussion on the labels of village representatives listed in the Charter. Directors request a reworking of the language. Motion tabled by Kathy Williamson, seconded by Kelly Alter. Vote: 6-0. Motion passes.

17, Member Comments on Non-Agenda Items:

Members made comments on issues not on the agenda.

18, Board Closing Comments:

The president made comments about harassing employees on social media.

19, Adjournment:

Kathy Williamson made a motion to adjourn the meeting at 3 p.m., and Kelly Alter seconded the motion. Vote: 6-0. Motion passes.

Attendance: 45

Respectfully Submitted,

Cynthia G. Thompson
Secretary