



Heritage Springs Community Association, Inc.
Board of Directors Meeting
March 22, 2023, 2:00 pm PAC

Call to Order: Kathy Williamson at 2:06 pm.

Pledge of Allegiance: Led by Kathy Williamson.

Proof of Notice and Quorum: Posted on March 20, 2023. The quorum of directors is present.

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

On the telephone: Ed Raether

Absent: Mike Jablon

In Attendance: Zita Tuomey - Assistant General Manager, Ailyn Millares-Controller, Ron Kelly - Chief of Safety & Security. On the telephone: Derek Intinarelli, General Manager

Approval of February 27, 2023, Board Meeting Minutes: Kathy Williamson made a motion to approve the BOD Meeting minutes of February 27, 2023. The motion was seconded by Dann Stavro, motion passes 6-0.

President's Report:

- Description of Workshop Meeting
- Lots of projects going on at our campus
 - Clubhouse improvements – the extension of the timeline
 - Feedback to Directors – those items that need improvement and those that are positive
 - Communication critical during these busy times
- IT Project – upcoming demonstration Jonas Software
- Updates from the GM Report:
 - New software solution research continues
 - Capital expense projects updates
 - Upcoming Events

Treasurer's Report:

- January budget to actual results
- Cash on hand as of 3/16/2023 \$1.3M
- Reserve account as of 3/16/2023 \$1.9M

Member Comments on Agenda Items: members made comments.

Motion to Approve Anne Hathorn, Community Association Attorney, as HSCA Registered Agent



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I Kathy Williamson, make a motion to appoint Anne Hathorn, Community Association Attorney as the HSCA Registered Agent effective immediately. Kelly Alter seconded the motion. Motion passes 6 – 0.

Motion to Approve Committee Members:

ARC Committee:

I, Kenneth Rubin, hereby make a Motion to appoint the following individuals to the 2023 ARC Committee. Three are returning members and four are new. Frank Smith, Kendal Chapman, Kathleen Frontz, Dave Lowens, Michael Castillo, Dan Rooney, Rocky Rocha. Motion seconded by Cindy Thompson. Motion passes 6 – 0.

Disputes & Resolutions Committee:

I, Cynthia Thompson make a motion to appoint the following HSCA members to the 2023 Disputes and Resolutions Committee. They are Karen Brown, Christine Dixler, Lucy Clark, Dave Lowens, Mike Spicker, Monica Wixtead, and Charlie Roslonowski. Motion is seconded by Kelly Alter. Motion passes 6 – 0.

Facilities & IT Committee:

I, Kathy Williamson make a motion to approve the following members to the 2023 Facilities committee: Kendal Chapman, Joanne Connole, Mike Spicker, Ron Maloney, Terry Anthony, and Don Bowen. Motion is seconded by Dann Stavro. Motion passes 6-0.

Finance Committee:

I, Dann Stavro make a motion to approve Alan Dixler, Wayne Barry, Lois Adams, Ron Pettry, Bob Johnstone, Rick Connole, and Larry Youtz to the Finance Committee for 2023. Motion is seconded by Ken Rubin. Motion passes 6 -0

Golf & Tennis Committee:

I, Kelly Alter make a motion to approve the following members to the 2023 Golf and Tennis committee: Nadine Bielich, Anthony Dinallo, Ken Rosen, Kay Pedersen, Ron Maloney, Beth Spicker, Gordon Grant, Rick Gahn (Tennis), Vinny Riccobono (Tennis), Kay Fitzpatrick (Tennis), Ed Youmans (Tennis), Tom Butler (Tennis). Motion is seconded by Cindy Thompson. Motion passes 6-0.

Insurance Committee:

I Kathy Williamson make a motion for the following members to be on the Insurance Committee. They include Lynne Simmons, Rick Connole, Alan Dixler, and Tom Butler. The motion is seconded by Ken Rubin. Motion passes 6 – 0.



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Lifestyle & Events Committee:

I, Kelly Alter make a motion to approve the following members to the 2023 Lifestyle and Events committee: Jan Adams, Kathy Borcky, Alison Rubin, Sharlene Billstrand, Anna Marie Zoghby, Carol Binetti, and Violet Weeks. The motion is seconded by Dann Stavro. Motion passes 6-0.

Roads & Common Areas Committee:

I, Dann Stavro make a motion to approve Steve Wormington, Chuck Harste, Gary Rider, Joe Leone, and Micky Dinora to the Roads & Common Areas Committee for 2023. The motion is seconded by Cindy Thompson. Motion passes 6 -0.

Motion to Approve the establishment of the Policy Committee

I, Cynthia Thompson, make a motion to transition the Adhoc Policy Committee to a permanent committee of the Heritage Springs Community Association Board of Directors which reports to the Board Liaison. The Committee operates under the Charter and the General Guidelines of an Advisory Committee. The Committee from here on will be called the Rule and Policy Committee.

The initial committee members shall include: Terry Anthony, Bob Johnstone, and Ken McEwan. Additional members will be solicited using a sign-up sheet. The motion is seconded by Kathy Williamson. Motion passes 6 – 0.

Motion to Approve 2023 Roads Project

I, Dann Stavro, make a motion to approve the allocation of \$349,280.25 to mill and then overlay with asphalt, compacted to 1.5", all the streets within the following villages: Lakeside, Spring Crest, Cypress Loop, Cypress Bend Estates, and Scenic View. The total funds forecasted for this RCG-1 Capital Project is \$380,000. All monies are to be allocated from the Association's Capital Reserve funds. The motion was seconded by Cindy Thompson. Motion passes to 6 – 0.

Motion to Approve the 401K Plan

I, Kathy Williamson make a motion to establish a 401K plan for HSCA employees. Effective June 1, 2023. The Key terms for the HSCA EMPLOYEE 401K.

- Must be employed with HSCA for 12 months for participation eligibility
- Matching eligibility after 90 days
- Matching 100% up to 2% of the salary
- Vesting schedule is 1 year
- Paychex as the vendor

The motion is seconded by Ken Rubin. Motion passes 6 – 0.



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Motion to Approve the purchasing of a new John Deere Tractor

I, Kelly Alter, make a motion to approve the replacement of the old Kubota and purchase the new John Deere 4066M tractor. The motion is seconded by Kathy Williamson. Motion passes 6 – 0.

Motion to Approve the purchase of a new Kitchen Ice Machine

I, Dan Stavro, make a motion to approve the allocation of Association monies to purchase a new Manitowoc IT1200A-261 Kitchen Ice Machine, a Manitowoc D970 storage bin, and an Eva pure two-stage water filter from Extreme Ice, the Associations vendor of choice. The total requested monies for this equipment are \$10,499.69 with an additional \$1,000 for contingencies for a total of \$11,500. The motion is seconded by Kathy Williamson. Motion passes 6 -0.

Motion to approve updates of the ARC manual

- Motion to Amend Architectural Manual Mailbox Carrier Signal Flag:
I, Kelly Alter, make a motion to amend the Architectural Review Manual dated November 18, 2022, Section IV, Limitations and Restrictions- General Property and Structure to read as follows: Lamp posts, light fixtures, name signs, mailboxes, and posts will be the same size, style material, and color as originally furnished at the time the dwelling was built, except for the mail carrier signal flags must be RED by US Postal Service Standards. The motion is seconded by Cindy Thompson. Motion passes 6 -0.
- Motion to Amend Architectural Review Manual Signage:
I, Kelly Alter, make a motion to amend the Architectural Review Manual dated November 18, 2022, Section VII General Rules, Item #1 to read as follows: Village meeting signs for business purposes are allowed for 72 hours before a meeting and removed within 24 hours following the meeting. In addition, Village events signs (luncheons, outings... may be posted for 1 week before an event and removed within 24 hours following the event. All signs must be official village business only. All signs must be a maximum size of 25 inches by 45 inches and made of plastic and in good condition and may not be made of poster board or other products. These may be posted at the entrance sign of the village or on the village common grounds. No other signs will be permitted. See Monument Decorations Rules. The motion was seconded by Ken Rubin. Motion passes 6-0.

Motion to approve retiring policies

I, Cynthia Thompson, make a motion to retire the list of policies dated March 21, 2023. These policies have been either included in the Rules effective February 1, 2023 or have become part of the General Manager's responsibilities as administrative policies. The motion was seconded by Kelly Alter. Motion passes 6 -0.



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Member Comments on non-agenda items: members made comments.

Board Closing Comments: board members made comments.

Adjournment: The meeting adjourned at 3:31 pm. Motion seconded by Dann Stavro.

41 Members attended the meeting.

Respectfully submitted,
Cynthia Thompson