

Heritage Springs Community Association, Inc.
Board of Directors Meeting Minutes
Wednesday, April 24, 2024
1:00 pm

1. Call to Order: at 1:02 pm by President Cynthia Thompson.
2. Pledge of Allegiance: Cynthia Thompson led the Pledge of Allegiance.
3. Proof of Notice and Quorum: The meeting was posted on April 22, 2024.
 - a. In Attendance: Cynthia Thompson, Kelly Alter, Katherine Williamson, Dann Stavro, Michael Scieszka, and Anthony Dinallo. Absent: Christine Dixler
 - b. In Attendance: Zita Tuomey – HOA Manager; Ron Kelly – Assistant General Manager; Ailyn Millares – Controller
4. Approval of March 27, 2024, Board Meeting Minutes, April 3 & April 18, 2024, Executive Meeting Minutes: Cynthia Thompson makes a motion to approve the Board and Executive Meeting Minutes. Dann Stavro seconded the motion. Vote: 6-0 Motion Passes.
5. President's Report: A Strategic Plan is being worked on. Follow-up items: Office space for the IT Manager is in the works. The break room for employees is being addressed. T-Mobile tower options are being looked into. The golf course is owned by the Association. Health Inspection took place last week. Three violations were addressed. The interview process for a General Manager is progressing well. Next week, the Board of Directors will meet to make a decision. The next steps towards obtaining a new General Manager will follow.
6. Treasurer's Report:

MARCH'S NET RESULTS

Dept	For the Month			Year To Date		
	Budget	Actual	Variance	Budget	Actual	Variance
HOA	90,600	91,300	700	286,200	333,000	46,800
F&B	-22,100	-14,000	8,100	-67,800	-61,300	6,500
Golf	11,500	42,400	30,900	29,400	77,100	47,700
Total	80,000	119,700	39,700	247,800	348,800	101,000

DEPT ANALYSIS (COMPARING ACTUAL TO BUDGET)

DEPT	Comments	Month Variance	Comments	YTD Variance
HOA	Electricity \$8.9 Cap Cont & Int \$13k, Equip \$6.8, Grounds \$4.4	700	\$14k, Legal Exp \$13 Cap Cont & Int \$31k Equip \$8.2, and Ins \$6k	46,800
F&B	Sales up \$11.5, Wages down \$8.5 Purchases up \$4.3, Supplies/cleaning \$4.2	8,100	Wages down \$21.4 Supplies, Repairs, Cleaning, and Rentals expenses up \$11.4	6,500
GOLF	Fert \$4, Wages \$4.8 Mbr Rev \$17, Guest \$7.6 Pro Shop Purch \$4.2	30,900	Mbr \$18, Gst \$11, Wages \$18, Fert \$9, Pro Purch \$4 Pro Shop Rev \$8.3	47,700

CASH STATUS AS OF 04/22/2024
(AMOUNTS ROUNDED)

	Amount	Notes
Operating Accounts	\$1,060,000	\$430,000 earning avg of 5.33%
Reserve Accounts	\$1,543,000	\$5 for future projects plus \$500,000 to cover any insurance deductibles \$1,280,000 earning 5.16%+

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7. Committee Reports: Terry Anthony gave the Facilities Committee report. Nadine Bielich gave the Golf & Tennis Committee report.
8. Member Comments on Agenda Items: Members commented and suggested on agenda items.
9. Motion to approve CAP for IT: Michael Scieszka made a motion to approve the Computer Workstation and Replacement Purchase CAP 2409 dated 3/21/24 for \$16,585 with Amazon as the vendor. Motion seconded by Kelly Alter. Motion passes 6-0.
10. Motion to approve CAP for PAC Stage Lighting: Anthony Dinallo made a motion to approve the PAC Stage Light Bar Lights CAP 2404 dated 3/21/24 for \$16,087.93 with VPN Studios of Palm Harbor as the vendor. Motion seconded by Michael Scieszka. Motion passes 6-0.
11. Member Comments on Non-Agenda Items: Members made comments and suggestions.
12. Board Closing Comments: Michael Scieszka and Kelly Alter made comments.
13. Adjournment: Cynthia Thompson made a motion to adjourn the meeting, and Dann Stavro seconded the motion. The vote was 6-0, and the motion passed.

The meeting adjourned at 1:43 p.m.

19 Members were in attendance.

Respectfully submitted,

Anthony Dinallo
Secretary