

Heritage Springs Community Association, Inc.
Board of Directors Meeting Minutes
Wednesday, January 29, 2025
1:00 pm PAC

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 January 29, 2025.
 - a. In Attendance: Cynthia Thompson, Kelly Alter, Katherine Williamson, Anthony Dinallo, Michael Scieszka, Dann Stavro, and Christine Dixler.
 - b. In Attendance: Jody Clor – General Manager; Ron Kelly – General Services Manager; Ailyn Millares – Controller; Marti Provenzano – Member Relations Director; Roger VanEtten – Director of Golf; Shawn McCormick – Assistant General Manager
4. Approval of Board Meeting Minutes 12-11-24 1:00 pm: Cynthia Thompson made a motion to approve the Board Meeting Minutes. Dann Stavro seconded the motion. Vote: 7-0 Motion Passes.
5. President's Report: Cynthia Thompson gave a report. Topics included electronic green sheets, the upcoming election, electronic voting, the volunteer breakfast and the Pasco County community meeting she and Jody recently attended.

a. Strategic Plan 2024:

 Business Tools /Governance	 Property Management	 Amenities/ Brand	 Architectural Trends	 Member Awareness	 Funding Sources	 Environment Concerns 2025
- Financial Reports - Operational Reports with KPIs(50%) - Ad hoc Reporting - Updated Reserve Study - Evolve GM Model - Policies - Phone system '25 target with savings - Greensheet Automation/ Reporting	- Transition Spectrum bundle contract to HSCA - Introduce bundled services to Maintained Villages	- Amenity Use/Preference Survey 2025 – Evaluation of new options 2025 -Adhoc committee for long-term plans	- Self and Maintained Village rules reconciled (75) - Additional Tools for tracking/comm and corrections - Long term plan for new trends - Targets in 2025	- Member ambassador program to work with Member orientation (25%) - Nominating Committee (2025 target completed)	- Validation of Reserve Study - Adequate funding from TCMA (Board Seats) - Alternate Funding: Spectrum Contract	

6. Treasurer's Report:

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December Metrics

FTE's	Budget	Actual	Variance	A/R Balances	#	Total
HOA	23.8	21.6	-2.1	>30 days	3	\$3,109
F&B	27.2	25.2	-2.0	> 60 days	2	\$2,960
Golf	17.4	13.4	-4.0	> 90 days	1	\$2,113
Total	68.3	60.2	-8.1	Total	6	\$8,182

Homes	Budget	Actual	Golf	Dec '23	Dec '24	% Inc/Dec
2024 Sales	70	72	Rounds	3,030	3,611	+19%
WCC Refund	0	10	Green Sheets	Total	Pros	Cons
Total	70	62	Dec	45	5	19
					21	45
						0

December **Operational** Results

	For the Month			YTD		
	Budget	Actual	Variance	Budget	Actual	Variance
Income	706,000	696,900	-9,100	7,468,000	7,215,700	-252,300
Expense	-722,200	-681,000	-41,200	-7,468,100	-7,176,100	-292,000
Net	-16,200	15,900	32,100	-100	39,600	39,700

ANALYSIS (Comparing Actual to Budget)

	Comments	Month Variance	Comments	YTD Variance
INC	Working Cap Cont 3k, Interest 2k, Reserve Transfer 40k, F&B Sales -55k	-9,100	HOA -10k (estoppels), F&B rev -200k, Golf Rev -63k Working Cap Cont -17k	-252,300
EXP	Wage exp 60k, F&B purch 19k, Utility -7k, Ins -8k, Grnds Maint & Repairs -17k	41,200	Wages -280k, Legal -42k, Util -20k, Entertain Exp -17k, Comp Sup -20k Insurance 86k	292,100
NET		32,100		39,700

Cash Status as of 01/23/2025
(Amounts rounded)

	Amount	Notes
Operating Account	\$870,000	Golf Prepays represent \$656,000!
Reserve Account	\$1,702,500	Funds for future projects plus \$750,000 for insurance deductibles \$1,205,000 earning 4.9%+

2024 Reserve Budget & Actuals

	BUDGET	PROJECTED	VARIANCE
1/1/2024 Beg Balance	1,355,522	1,355,522	
December YTD Income (Actual)	Actual	824,490	
December YTD Expenses (Actual)	Actual	-735,426	
Remaining Member Contributions, New Member Contributions, & Interest	Projected	0	
Budgeted vs Projected Year End Balance	971,587	1,444,586	472,999

YTD Actual RESERVE Expenses by DEPARTMENT

HOA	F&B	GOLF	TOTAL
643,192	0	92,234	735,426

2025 Reserve Budget

	BUDGET	NOTES
1/1/2025 Beg Balance	1,444,586	
Member Contributions	912,743	
Working Capital Contributions (70)	162,068	
Interest	50,000	
Hurricane Assessment	869,050	
Sub Total	3,438,447	
"A", "B", & "C" Reserve Projects	-1,946,216	Board will continue limiting spending
Guesstimate Out of Pocket Ins Exp	-1,100,000	Bunkers \$750k, C'house \$310k, Other \$40k
Year End Forecast	TBD	Too many variables

7. General Manager's Report: Jody Clor provided updates for the following topics: Insurance, phone system, RV lot occupancy, fitness center, golf cart registration, pump station repairs, water treatment system and tennis court fencing. He then gave an update for the following departments: Food & Beverage, HR and Golf.
8. Committee Reports: Terry Anthony gave the Facilities Committee update. Lynn Simmons gave the Insurance Committee update.
9. Member Comments on Agenda Items: No comments were made.
10. Motion – Member Penalty – Manager Recommendation: Christine Dixler made a motion for the Heritage Springs Community Association Board of Directors to levy a monetary fine of \$25.00 and suspension of access and use of all HSCA amenities, including the Clubhouse, for a period of fourteen (14) days, against Member #22029. Motion seconded by Dann Stavro. Motion passes 7-0.

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11. Motion to approve ARC charter: Michael Scieszka made a motion for the Heritage Springs Community Association Board of Directors to approve the Architectural Review and Control committee charter. Motion seconded by Kelly Alter. Motion passes 7-0.
12. Motion to approve addition of new committees and committee policy: Christine Dixler made a motion for the Heritage Springs Community Association Board of Directors to approve the addition of 2 new committees (Recruiting and Marketing, Membership & Communications) and updates to the Advisory Committee Role and Responsibility Policy and Procedure. Motion seconded by Katherine Williamson. Motion passes 7-0.
13. Motion to dissolve ad hoc committee for Water Management: Cynthia Thompson made a motion for the Heritage Springs Community Association Board of Directors to dissolve the HSCA Ad hoc Committee for Water Management. Motion seconded by Michael Scieszka. Motion passes 7-0.
14. Member Comments on Non-Agenda Items: Several members made comments and suggestions.
15. Board Closing Comments: One veral Board members made comments.
16. Adjournment: Cynthia Thompson made a motion to adjourn the meeting. Dann Stavro seconded the motion. The vote was 7-0, and the motion passed. The meeting adjourned at 2:45 p.m. 63 members were in attendance.

Respectfully submitted,
Anthony Dinallo
Secretary