

Highfield Reserve Homeowners Association

2024 Annual Meeting Minutes

Facilitator: Shandar Hoagland, DSI Real Estate Group

Meeting Date: February 19, 2024 at 7:30 pm

Location: Online Teams Meeting

Meeting Called by: Evergreen Fields HOA

Type of Meeting: Annual Association Meeting

Note Taker & Time Keeper: Serena Pretti

Attendees: Attendance taken online through Teams

Agenda:

A) Roll Call

- a. Proof of attendance reached via Teams Attendance Download
- b. Introduction of Shandar and Serena with DSI Real Estate Group

B) Reading of Minutes of the last Meeting

- a. None - this is the first meeting for the Highfield Reserve Neighborhood

C) Consideration of Communications

- a. **Shandar presented the original letter that was mailed to all homeowners**
 - Letter was mailed out on February 9th, 2024
 - Letter, Agenda, PowerPoint Slides, Budget, Financials sent via email the morning of the meeting.

D) Resignations & Elections

- a. None at this time. Elections and conveyance will occur once the neighborhood is 100% complete; currently the neighborhood is 6% complete. More information regarding elections will be presented as the neighborhood is closer to completion.

E) Reports of Officers & Employees

- a. The Association has a total of 269 assessment units. Currently there are 3 homes that have yet to pay the 2024 dues.
- b. Late Fees will be assessed on March 1st. We will be sending out late letters to all past due owners and requesting payment immediately. If payment is not made by May, we will move forward with the lien filing process.
- c. Once a lien is filed, the homeowner is unable to sell or refinance without first paying the dues and satisfying the lien.
- d. Veridian Homes pays the dues on all vacant lots; all 269 units are paying in each year.

F) Reports of Committees

- a. ACC Update: The ACC web page is a great starting point when you are considering an exterior or structural change project on your lot. The web page offers fillable PDF applications, as well as the Covenants (CCR's) and other project information <https://www.dsirealestate.com/condo-hoa/acc/>
- b. The ACC can be contacted at : acc@dsirealestate.com

G) Unfinished Business

None; as this is the first annual meeting. In upcoming years, this is where we will review topics discussed at the previous years meeting, and resolutions to any outstanding issues.

H) Original Resolutions & New Business

Please clean up after your pets!

Q: Who is the snow removal company?

A: Olson Toon – we bid out mowing and snow removal services each year, to ensure we are getting competitive pricing.

Q: What is the expectation of the snow removal company?

A: We ask that the vendor is out and does an initial pass of the alleys by 7am so that homeowners are able to get out. A second crew will then come through and complete the clearing at later time. The CBU Mailboxes should be cleared by 5pm the day of a snowfall.

The vendor has up to 24 hours after a snow event to clear HOA maintained sidewalks.

Homeowners are responsible for clearing their individual driveway and sidewalk on their lot.

I) Adjournment

- a. Note Time of Adjournment; 7:51pm

DSI values your feedback! A 5-question survey was sent out via Survey Monkey after the meeting, we would love to hear how we are doing and how we can improve!

2023 Financial Report

	Entire HOA Budget	2023 Budget	Actual	Difference
Snow Removal -				
Cluster Mailbox Unit Sidewalk	\$7,500.00	\$2,250.00		
All Carriage Lanes	\$20,000.00	\$7,500.00		
Snow Contingency Fund	\$5,000.00	\$5,000.00		
Total	<u>\$32,500.00</u>	<u>\$14,750.00</u>	<u>\$2,110.00</u>	<u>\$12,640.00</u>
Landscape Maintenance				
Mowing	\$1,500.00	\$750.00		
Fertilizer & Weed Control	\$750.00	\$500.00		
Pruning & Weeding	\$500.00	\$250.00		
Spring Clean Up	\$500.00	\$0.00		
Fall Clean Up	\$500.00	\$500.00		
Total	<u>\$3,750.00</u>	<u>\$2,000.00</u>	<u>\$0.00</u>	<u>\$2,000.00</u>
Maintenance	<u>\$1,250.00</u>	<u>\$575.00</u>	<u>\$0.00</u>	<u>\$575.00</u>
Utilities	<u>\$1,000.00</u>	<u>\$250.00</u>	<u>\$0.00</u>	<u>\$250.00</u>
Insurance	<u>\$1,750.00</u>	<u>\$1,250.00</u>	<u>\$2,179.00</u>	<u>(\$929.00)</u>
Contingency Fund	<u>\$5,000.00</u>	<u>\$1,500.00</u>	<u>\$0.00</u>	<u>\$1,500.00</u>
Misc.				
Annual Report Filing			\$50.00	
Bank Service Charges			\$1.40	
Printing/Reproductions			\$208.48	
Postage			\$19.92	
	<u>\$1,500.00</u>	<u>\$1,000.00</u>	<u>\$279.80</u>	<u>\$720.20</u>
Legal Fees for ACC Violations	<u>\$2,500.00</u>	<u>\$750.00</u>	<u>\$0.00</u>	<u>\$750.00</u>
Reserve Fund	<u>\$30,000.00</u>	<u>\$30,000.00</u>	<u>\$30,000.00</u>	<u>\$0.00</u>
Management Fee	<u>\$12,650.00</u>	<u>\$6,000.00</u>	<u>\$6,000.00</u>	<u>\$0.00</u>
ACC Administration Fee	<u>\$7,600.00</u>	<u>\$3,600.00</u>	<u>\$3,600.00</u>	<u>\$0.00</u>
Grand Total	<u>\$99,500.00</u>	<u>\$61,675.00</u>	<u>\$44,168.80</u>	<u>\$17,506.20</u>

Dues Income	\$61,675.00
Interest Income	\$36.87
Total Projected Income	\$61,711.87
Expenses	-\$44,168.80
Tentative 2023 Surplus	\$17,543.07
Balance of Reserve Fund	\$30,000.00



Highfield Reserve
2024 Maintenance Budget

Entire HOA

Snow Removal -	
Cluster Mailbox Unit Sidewalk	\$7,500.00
All Carriage Lanes	\$20,000.00
Snow Contingency Fund	\$5,000.00
Total	<u>\$32,500.00</u>
Landscape Maintenance (Bark, Weeds, Pruning)	
Mowing	\$1,500.00
Fertilizer & Weed Control	\$750.00
Pruning & Weeding	\$500.00
Spring Clean Up	\$500.00
Fall Clean Up	\$500.00
Total	<u>\$3,750.00</u>
Maintenance	
General	<u>\$1,250.00</u>
Utilities	<u>\$1,000.00</u>
Insurance	<u>\$1,750.00</u>
Contingency Fund	<u>\$5,000.00</u>
Misc.	<u>\$1,500.00</u>
Legal Fees for ACC Violations	<u>\$2,500.00</u>
Reserve Fund	<u>\$30,000.00</u>
Management Fee	<u>\$12,650.00</u>
ACC Administration Fee	<u>\$7,600.00</u>
Grand Total	<u>\$99,500.00</u>
Divided by Total Units	269
Annual Cost per Home**	<u>\$369.89</u>

****Association dues will increase as additional infrastructure is completed**

HOA Snow Removal Map

HOA Snow Removal

-Includes all CBU's

City Snow Removal

-Includes all City Streets and Bike/Walking Paths

