

Highfield Reserve Homeowners Association

2025 Annual Meeting Minutes

Facilitator: Shandar Hoagland, DSI Real Estate Group

Meeting Date: Tuesday, February 4th, 2025 at 6:30pm

Location: Online Teams Meeting

Meeting Called by: Highfield Reserve 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) Proof of Notice of Meeting or Waiver of Notice;

- a. Letter was mailed out on January 22nd, 2025
- b. Letter, Agenda, PowerPoint Slides, Budget, Financials sent via email the morning of the meeting.

C) Reading of Minutes of the Last Meeting

- a. 2024 Minutes were posted on the DSI website: www.dsirealestate.com, owners were asked to read them prior to the meeting. This was done and the minutes were approved.

D) Reports of Officers & Employees

- a. Currently there are 3 homes that have yet to pay the 2025 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.

E) 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

F) Elections

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

G) Unfinished Business

None at this time.

Original Resolutions & New Business

Please clean up after your pets!

H) Adjournment

- a. Note Time of Adjournment; 7:30pm

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!

2024 Financial Report

	Entire HOA Budget	Phase Budget	Year to Date Actual	Difference
Snow Removal -	\$32,500.00	\$14,750.00	\$16,364.50	(\$1,614.50)
Landscape Maintenance	\$3,750.00	\$2,000.00	\$2,971.94	(\$971.94)
Maintenance	\$1,250.00	\$575.00	\$0.00	\$575.00
Utilities	\$1,000.00	\$250.00	\$0.00	\$250.00
Insurance	\$1,750.00	\$2,250.00	\$2,452.00	(\$202.00)
Contingency Fund	\$5,000.00	\$1,500.00	\$0.00	\$1,500.00
Misc.	\$1,500.00	\$1,000.00	\$502.45	\$497.55
Legal Fees for ACC Violations	\$2,500.00	\$750.00	\$0.00	\$750.00
Reserve Fund	\$30,000.00	\$30,000.00	\$30,000.00	\$0.00
Management Fee	\$12,650.00	\$6,000.00	\$6,000.00	\$0.00
ACC Administration Fee	\$7,600.00	\$3,600.00	\$3,600.00	\$0.00
Grand Total	\$99,500.00	\$62,675.00	\$61,890.89	\$784.11

Dues Income	\$62,675.00
Late Fee Income	\$299.88
Interest Income	\$73.98
Total Projected Income	\$63,048.86
2024 Expenses	-\$61,890.89
Tentative 2024 Surplus	\$1,157.97
Tentative Balance of General Fund (including 2024 tentative surplus)	\$18,701.04
Balance of Reserve Account	\$60,000.00

Highfield Reserve

2025 Common Area 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	\$32,500.00
Landscape Maintenance (Bark, Weeds, Pruning)	
Mowing	\$1,500.00
Fertilizer & Weed Control	\$750.00
Pruning & Weeding	\$500.00
Fall & Spring Clean Up	\$1,000.00
Total	\$3,750.00
Maintenance	
General	\$1,250.00
Utilities	\$1,000.00
Insurance	\$1,750.00
Contingency Fund	\$5,000.00
Misc.	\$1,500.00
Legal Fees for ACC Violations	\$2,500.00
Reserve Fund	\$30,000.00
Management Fee	\$12,650.00
ACC Administration Fee	\$7,600.00
Grand Total	\$99,500.00
Total Units	269
Annual Cost per Home**	\$369.89

HOA Snow Removal Map

HOA Snow Removal

-Includes all CBU's

City Snow Removal

-Includes all City Streets and Bike/Walking Paths

