

## December 16, 2024, Minutes for The Cottages at Hastings Green Board Meeting (FINAL)

### 1. Call to Order:

A Board Meeting of The Cottages at Hastings Green was called to order at 6:30 PM on Monday, December 16, 2024, (via Zoom).

### Attendees:

Voting members in attendance: Eleanor Burke, Candy Dann, Victoria Follette, Greg Swanson and Kathy Yesh

Guests in attendance: Doreen Hughes, Vanessa Hughes, Regis McDonald and Julie Romberg - CHG owners.

### 2. Voting members absent: none

Confirmed quorum of Board Members

3. Approval of Minutes: A motion to approve the minutes of the previous meeting held on November 14, 2024, was made by Candy Dann and seconded by Eleanor Burke. All voted in favor of the motion.

4. Finance Report: Candy reported that the Operating Budget has \$25,394.57 in it as of 11/30/24. We're ahead of our budget by about \$6,500 which is partially due to receiving \$3,298 in Capital Fund Contributions from new owners this year. Those usually flow over to the Reserve Fund at the end of the year which will help rebuild the RF. The Reserve Fund is currently at \$34,458.39 as of 11/30/24. By year end, we still expect to have about \$41,000 - \$44,000 towards our target of being able to spend \$70,00 - \$80,000 next year.

Candy was asked to find out what new owners contribute when they first move in.

5. Reserve Study Version 11: Candy began by stating that most of the adjustments made in the Reserve Study V11 did not impact the 2025 Budget. Much of the time was spent on revisions for future projections. The Reserve Fund will have \$14,000 less which was moved to the Operating Fund which will have \$14,000 more to spend.

Greg mentioned that an earlier RS version had painting of replacement siding in 30 years as a separate line item, when actually it was included as part of siding replacement, so the separate painting line was removed. Greg also talked about inflation rates as they pertain to Reserve Fund projections that are for the distant future. Greg explained that it was important to be accurate in projections so we don't collect too much in assessments for future expenses.

Victoria asked why new Trex balconies were put in RS for all homes. Greg stated that 7 out of 23 balconies are now scheduled to be replaced.

Candy was asked how the RS was updated each year, and she responded that the process usually is for Troy to update PONO in the summer as to what has been done so PONO can adjust the RS for the following year.

A motion to accept Reserve Study Version 11 as a planning tool for 2025 was made by Eleanor and seconded by Candy. Four voted in favor of the motion and one abstained.

6. Snow supplies and containers: Candy brought up discussion to purchase sand and deicer for the Community to use should it be needed this winter. Eleanor volunteered to get sand, deicer and four large buckets to put in the garbage enclosures and also suggested that we use smaller containers to put some on everyone's porch.

7. Washing Machine Hoses: Candy said she will ask Troy to send out a memo to all owners explaining that washing machine hoses were replaced in 2016 with compliant 10 year hoses, so a new hose will need to be installed in 2026 per our insurance policy. If you have purchased a new washer, your 10 year starts with the year it was replaced. Each home owner will need to submit info to Troy that they are in compliance.

Candy further mentioned that the Board strongly recommends that owners place leak detectors in potential water leak areas in their home.

8. Annual Meeting: Candy asked what is needed for Annual Meeting - budget? election of new Board members? will it be zoom meeting or in person? Greg said he would check into the "White Church" in the neighborhood to see if they have a meeting room.

**Annual Meeting** date is set for Thursday, February 06, 2025, at 6:30 PM.

We may also hold a **Community Forum** to explain our Budget and the Reserve Study. We are looking at future dates in March and April. Hold date of Saturday, March 08, 2025, for now.

9. Unfinished Business: nothing presented

10. New Business: Eleanor mentioned that the flag stone pathway by the mailboxes has settled and is uneven. Candy will ask Troy to look at mailbox area to include the sidewalk that accumulates water, the overhead roof and the pathway.

11. The next **Board Meeting** is set for Thursday, January 09, 2025.

12. Adjournment - A motion to adjourn the meeting was made by Greg and seconded by Victoria. The meeting was adjourned at 8:17 PM.

Respectfully submitted,  
Kathy Yesh