

# May 08, 2025 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 6:35 PM on May 08, 2025 (via Zoom).

Attendees:

Voting members in attendance: Eleanor Burke, Candy Dann, Regis McDonald and Kathy Yesh

Guests in attendance: Pam and Jim Hyde, and Camilla Mallonee - 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 April 10, 2025, was made by Candy and seconded by Regis. All voted in favor of the motion.

4. Treasurer’s Report: Candy presented the Treasurer’s report

May 8, 2025 Treasurer’s Report

Operating Fund as of end of month: \$29,570.32

Reserve Fund as of end of month: \$34,493.63

**Operating Fund**

Summary: This month’s Reserve balance dropped from last month, as expected, reflecting the payment to Verhaalen for the carryover of 2025 painting. Our insurance costs have been finalized and reflect a manageable increase in cost. Looking at our Operating Budget, 1/3 of the way through the year, it is still doing well, despite overruns in insurance and irrigation maintenance and having requested a new task (powerwashing by Verhaalen) which will come out of the Property Mtn line item. There remains over \$7000 in “Funds Likely Still Available” from Landscape Renovation, Property Maintenance and Contingency which the Board can discuss in light of other requests and needs this year (Hydes’ hedge, window leaks, fogged windows, etc.). (Note: orange reflects changes since last month.)

<b>2025 Budget Highlights</b>	<u>2025 Budget</u>	<u>Planned or Spent YTD</u>	<u>Current Variance from Budget</u>	<u>Funds Likely Still Available</u>
Gutters	3,500	3,187	313	
Lighting (Garages & Path Bulbs)	500	300	200	200
Property Maintenance General	5,000	1,132	3,869	3,869
Insurance	15,000	15,946	(946)	(946)
Contingency	3,000		3,000	3,000
Snow Removal	620	180	440	440
Tree Maintenance	2,500	-	2,500	
Irrigation Maintenance	2,300	2,915	(615)	(615)
Landscape Renovation	1,500	-	1,500	1,500
<b><u>Contingency, Flexible Funds</u></b>				<b><u>\$ 7,448</u></b>

## **Reserve Fund**

The Finance Advisory Committee reviewed the painting options to be funded out of the Reserve Fund. The recommendations are included in a separate memo on painting of balconies, porches and doors and other touch-ups. The total cost of the recommendation is lower than previously projected and is projected fit into our budget. We will see our cash level in the Reserve Fund drop down to just over \$10,000 for the month in which we pay the bill, if the costs come in as expected, and then it will start increasing again.

### 5. Committee Reports

- a. Landscape - Eleanor explained that LE&W had a communication error and the crew on our property sprayed too much nitrogen fertilizer which scorched the grass. LE&W was apologetic.
- b. Tree trimming will be discussed under "7. New Business".
- c. Social Committee - Eleanor mentioned the Spring Fling event is coming up on May 17. The Committee also asked for clarification about placing useful items at curbside for free giveaways.
- d. FAC - Candy reported the Financial Advisory Committee had its first meeting and set tentative calendar for future meetings.

### 6. Unfinished Business

2025 updated painting proposal - the 2025 Version 2 Verhaalen Painting Options Proposal was reviewed. Six homes will be painted, 5 porches painted, 2 doors stained, dry rot repaired on 7043 porch stairs, and corbels will be touched up where needed. The FAC also reviewed the proposal and recommended to defer all balcony painting until it is determine which ones need repair. One porch was also removed from the list. A **motion** to approve the 2025 Version 2 Verhaalen Painting Options Proposal with modifications was made by Eleanor and seconded by Regis. All voted in favor of the motion. Regis asked that Ken Verhaalen be notified to remove all balconies and one porch from the Version 2 proposal.

### 7. New Business

- a. Tree trimming - Regis offered to be project manager ^ and work with John Jordan to contact Honl Landscape for a walk through of the property. Regis mentioned since we are familiar with the contractor, and if we are satisfied with their proposal, we do not need to get additional bids. She further stated that she would find out whether it is the city or PGE that is responsible for trimming the trees in the grassy area between the sidewalk and the street. ^ She suggested that Lorie (Superior Management) send an email to the community for feedback about trees on their LCE that need trimming.
- b. Regis questioned whether the Board supported Brian's Preventive Maintenance Program so he could move forward to get more specific information. This would include qualifications of an inspector, cost of the inspection and potential cost savings. After some discussion, the Board was in agreement with the concept of the project and for Brian to gather additional information. Regis said she would let Brian know. ^
- c. Deferred Maintenance - water intrusion due to aging window seals. Regis reported that there was water intrusion in some aluminum clad windows in her kitchen nook and bedroom. Some windows are more vulnerable than others due to sun, wind and rain exposure. Regis had a contractor caulk her exposed aluminum clad windows, then sprayed the windows with water and found no penetration. Regis will send Eleanor caulking specifications and contractor information so she can contact Lorie to put together a proposal for the community. ^
- d. Hydes request for hedge filler - due to the bordering neighbor cutting back the laurel hedge between their properties, the Hydes have lost some of their privacy hedge. Jacquie Boger (local

landscaper) has been asked for suggestions to fill the gap, as well as Justin from LE&W will be contacted for input. The Board will get back to the Hydes after gathering information. ^

e. Best Practices - Eleanor commented that this is a process for prioritizing and scheduling repair requests. A safety issue would be a first priority. Regis explained that owners should report repairs to Superior Management. The Board would then prioritize repairs considering safety and budget available, and respond to owners. If owners chose not to wait and wanted to make repairs on their own at their expense, they would be given guidelines for making the repairs. Eleanor suggested to put this issue on next agenda as a project to discuss. Eleanor will review draft for proposal and send to Board for comments before forwarding to Lorie to distribute to owners. ^

f. Summer lawn forum - table for now

8. Special Consideration of Urgent Items - none

9. The next Board Meeting is set for Thursday, June 12, 2025, at 6:30 PM.

10. Adjournment - A **motion** to adjourn the meeting was made by Candy and seconded by Regis. The meeting was adjourned at 8:17 PM.

Respectfully submitted,  
Kathy Yesh