



HEBGEN LAKE ESTATES

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HLE Board Meeting Agenda Items August 21, 2022

August 21, 2022, BOARD MEETING, 4:11 pm start-5:22 pm adjourn

Attendance: Vonda, Kate, Cindy & Ron joined by phone

1. Board Meeting Minutes (7-17-22) to approve after which they can be posted to the HLE website.
 - a. Approved & presented to Ron put on the website.
2. Treasurer's Report
 - a. As of July 31, 2022, ending bank balance was \$36,904.87. Deposits consisted of \$600 for ARC fees, \$450 in dues. There were disbursements of \$1,961.06 for weed spraying, \$1,569 for Board Members' Liability Insurance (duplicate Payment to be refunded), \$131.88 for Rackspace webmail, and \$99 for WordPress – HLE website.
 - b. Notices of Intent to File Liens for prior & current year homeowners with delinquent dues were sent out August 1, 2022, certified mail, return receipt requested. Property owners were given 30-days to pay delinquent dues. 4 out of 6 notices were picked up by homeowners, one paid \$454.78 of dues owed plus interest and late fee penalties. 2 notices remain in transit. Homeowners had until August 31, 2022, to remedy dues in arrears. Additionally, 15 demand letters were mailed out to current year homeowners with delinquent dues. Homeowners were put on notice that interest will continue to accrue, and late fee will be imposed if not paid by August 31, 2022. Further HOA intends to file a lien at the calendar year end if dues in arrears are not remedied. One homeowner paid current year dues. Treasure asked Property Manager to notify as soon as dues are paid and not wait until the middle of the following month when bank statements are sent out. Board will have to decide to proceed to file liens against properly noticed homeowners who remain to have dues in arrears after August 31, 2022.

3. Weed Control-spraying July 29-30 second spraying-coming back? Roadside weed control done well; he did quite a bit of open space, but perhaps the vacant lots need more attention? Ask to come back later in the season? Would another trip do any good? **Secretary will reach out to him-/vole treatment-some folks are interested; what does he do & what does it cost? Secretary can reach out via Constant Contact**
4. Dog Issues-email sent to people who dog complaints were about; no new complaints to board; one homeowner is putting up a fence in response
5. New construction update
 - a. B3 L1 (Schulties); no change
 - b. B2 L7 (Schulties) no change
 - c. New build on B2, Lot 1 (Mountjoy) -no change
 - d. B3 Lot 25 (Christensen): appear to be putting up the structure/foundation; people have been there working
 - e. B3 Lot 10 (Chase)-no change
 - f. B3 L40; builder has been working on the house/end; purchase agreement says he has September 1, 2022 (12 months);
 - g. People are still doing things without HOA approval-fencing, outbuilding, but it's hard to keep track of everything & because many people do things without asking with no consequences many others feel they can do that; could apply monetary penalties based on the covenants and add it to a lien but could require legal counsel; in past investigated with a lawyer who said the covenants lacked "teeth"
6. Sewer & Water District update
 - a. None- needed to be reschedule September 11, 2022 10 am at the water & sewer building
 - b. Speaker at annual meeting from SW District Board
7. Board meeting NotesAnnual Meeting Notice/Agenda
 - Ask Charles Flemming to speak? Can do a general report-well is done;
 - asked District Ranger to come & talk from Forest Service, otherwise would provide some notes on tree trimming project
 - Discussion of HLE Property Owners' Changes-need addresses instead of lot numbers; **could have a copy of the map to show changes**
 - Board election-if don't have enough people at the meeting & enough proxies returned can't elect member at large; President has been out recruiting this weekend to replace (VP and P); need to work on people & encourage to run; only

meet once/month 7 or 8 times per year; a couple of interested folks in the neighborhood (3-4 people);
-if have multiple people & positions/ want to send out by September 1, need proxies done & names; otherwise if don't have names, no need for ballots
-Committees if people want to work on projects; like a quarterly newsletter or other ideas for community benefits

8. Printing, Addressing & Mailing out Annual Meeting Notices/Agenda, Proxies, Income Statement documents by September 1 = before annual meeting on September 29, 2022. For COVID concerns, the treasurer will perform these tasks at their home and request reimbursement. Treasurer not attending the annual meeting in person; will make extra copies of income statements for the meeting
9. PO Box keys - to check on box; touch base with property manager to pick up proxies
10. Not interest in dumpster so won't host one this fall
11. Power outage scheduled for Monday, August 22 for a couple of hours in the morning to upgrade electrical grid.
12. President send out notice for two new board members via ConstantContact prior to Annual Meeting; ask candidates to provide background information to share with HOA membership
13. **September 29th annual meeting: 6 pm, Povah Center;** reserved; qualify as a non-profit to reserve the space
14. Internal Controls over Check Disbursements-discussion

A duplicate check payment of \$1569 was made out to our Liability Insurance company. They agreed to refund back that duplicate payment. Property Manager currently both prepares the check disbursement and signs checks. Treasurers review bank statements and reconciliations.

According to Section 8.03 Checks & Drafts, "All checks, drafts, and other payments of Association money must be approved by the Board and signed by the Treasurer or President." This is consistent with Generally Accepted Accounting Principles (GAAP) which prescribes separation of duties over check payment procedures. As such, GAAP cites that an individual who makes accounting entries should not be the same person that has check signing authority.

To prevent this from happening again and to bring us in compliance with HLE By-Laws.

- Once new board is set, put a board member in charge of signed checks-revisit in October
- How many debit cards are out there? Perhaps instead of people having to use personal cards/accounts and get reimbursed, it might make sense for the board to have cards to make direct payments; could the board member just call Property Manager for the numbers & information
- Maybe we should shift bills to the HLE HOA account directly? **RackSpace, Constant Contact, Word Press, some of MT non-profit accounts-others; President & Treasurer need to do some housekeeping**

15. Treasurer posted 2022 approved Board meeting minutes to HLE website and posted annual meeting date and time, Board vacancy, and other news on HLE Home page.

16. Next meeting at September 25 at 3 pm at President's house: highlights for Annual meeting only!