
AHCA BOARD MEETING MINUTES

NOVEMBER 18, 2020

Wednesday, November 18, 2020: 7:00 – 9:00 PM
Meeting via Zoom conferencing

Board Members in attendance: Carla Charlebois, Sherri Fountain, Ig Justyna, Elaine Kennedy, Dennis Stom
Management Representative: Alex Stankiewicz, Casa Bella Management

Review and Approval of Previous Meeting Minutes

- ❖ October 28, 2020 meeting minutes circulated, approved, and posted to CB and AHCA sites

Financial/Legal/Administrative

- ❖ Casa Bella Management report (**15 minutes**)
 - Reserve account reporting on financial statements
\$647,930.53 currently in Reserves.
 - Resolution for reporting \$16,800 of 2019 funds expenditure in 2020
Elaine believes the \$16,800 “carry over” from 2019 should be reflected in the 2020 budget. Elaine will take care of this.
 - Report on follow-up inspections and any existing violations
Alex and Sherri are scheduled to complete neighborhood-wide inspections by the end of November. Updated spreadsheets will be shared with Board Members.
 - Discussion on AHCA funds in Money Market and CD's
The reserve funds held in AHCA's CD with Community Financial Credit Union, which matured on 11/15/20, was transferred to a Money Market account with CFCU on 11/16/20. It was agreed that Casa Bella will take the lead to track/monitor CD and other Reserve Savings Accounts in the future, and will provide the AHCA with 3 months' notice prior to CD maturity dates. Going forward, Casa Bella will take responsibility for monitoring CD and savings rates and advising us about opportunities for investing reserve funds. It was also agreed that, if a Board member identifies favorable CD and/or savings rates, he/she is encouraged to share this information with Casa Bella and the Board. CD rates will be reviewed each fiscal quarter.
- ❖ Treasurers report of October financials (**15 minutes**)

Elaine raised a question about reporting reserve transfers on AHCA's Profit and Loss Statement. Alex proposed reflecting reserve deposits (currently \$5750.00/month) each month as “expense/income” on Profit and Loss Statement. Elaine will follow up with Andy at Casa Bella to nail down how this information will be reflected on P & L statements and will report back to the Board.
- ❖ Review of, delinquencies, legal fees, and legal actions (**5 minutes**)

The number of delinquencies is down to six (6).

Alteration/Modification Requests

- ❖ Alteration/modification submission report (**5 minutes**)

No new Alt/Mod requests. Alex advised the Board about a couple of issues identified during a recent inspection. One is a newly constructed, wooden, front porch deck at a property on Strand Court, for which no Alt/Mod request was submitted. (Alex recommends sending a violation notice for failure to submit an Alt/Mod request.) The second, located in the back yard of a home on Elsinore Court, is a wire fence with metal supports that is out of compliance with AHCA fence standards and a plastic shed – both in violation of AHCA bylaws. (Alex recommends sending a violation notice for both the fence and the shed.)

New Topics

- ❖ Discuss and record details of approach for LED retrofit of HPS lighting (**10 minutes**)

The Board recently approved the installation of 54-watt LEDs to replace burned out streetlight bulbs on three (3) street lights. Alex has notified Vedder Electric to take care of this. There was brief discussion about installing 54-watt LEDs vs 115-watt LEDs. It was agreed that all burned out HPS lamps will be replaced with 54-watt LEDs in the future.

- ❖ Totem pole of signs move/remove discussion (**10 minutes**)

Discussion about removing the “totem” of signs at the front entrance to improve the appearance of our entrance. The Board discussed the various messages on the signs and whether it was necessary to post all of the signs. There was general agreement the sign pole could be relocated farther into the subdivision. Board members agreed to review the various signs to assess which signs need to remain on the sign pole, and to walk the area to identify a suitable place to which the sign pole could be relocated. Board members will submit their recommendations to the Board.

Open Board Issues

- ❖ Median tree replacement suggestions or quotes (**10 minutes**)

Alex reported that Josh from Continuum will be submitting tree recommendations for Board review. Josh suggested alternating two (2) different tree species to avoid having to replace all trees in the event one (1) species becomes diseased in the future. Josh is concerned about the lack of water in the planting beds and has recommended that we purchased a watering plans for at least the first year following planting. Alex will obtain a quote for this. Alex reported that it may take a while to obtain a re-landscaping plan from Josh as Continuum wraps up its fall clean-ups. Sherri mentioned that Josh has requested a targeted dollar amount for re-landscaping, so he can design a plan that's within our budget. Alex will provide this to Josh.

- ❖ Mail box and stand repair quotes (**10 minutes**)

Board members have shared a few photographs of mailbox stand/mailbox options with Alex. Alex and the Board will continue to share photographs so we can refine our preferences for replacement mailbox stands/mailboxes. Our target budget is \$25,000.

- ❖ Front entrance sign suggestions or quotes (**10 minutes**)

There are concerns about the condition and appearance of our front entrance sign. Alex reviewed detailed pictures of the sign with the Board. He reported the wood sign is severely rotted and that a few of the bricks are slightly defaced (but not that badly). He said the bricks and brick supports are in good shape, but probably should be cleaned to improve appearance and longevity. Sherri reported that Mark Hobson with UltraShine is going to evaluate whether it would be prudent to try and paint the sign. (UltraShine later reported that, due to severe damage, painting the sign is not advisable.) Our target budget for sign improvement/replacement is \$7,000.

- ❖ Budget for 2021 (**15 minutes**)

Elaine will email preliminary budget to the Board for review on 11/19/20. Alex recommended footnoting remaining operating funds for transfer to the Reserves. Board members are asked to provide feedback about the budget to Elaine no later than 11/24/20. There is some leftover money in the 2020 budget (approximately \$12,000). There are a couple of outstanding invoices yet to be processed in 2020: the Perimeter invoice for sinkhole repair on Aldwych Circle (\$3,500) and an invoice from Vedder Electric for bulb replacement on three (3) street light poles, boulders for Ashburnam Road/Circle. Unspent funds in 2020 will be rolled over to AHCA's Reserve account at year end.

- ❖ Reserve Study Inventory: Review the preliminary report (**15 minutes**)

Brief discussion of the Reserve Study.

Place Holders for tabled Topics

- ❖ City vs. AHCA snow clearing asphalt sidewalk and controlled sidewalk along Green Road
- ❖ Mulching of center islands and entry flower beds tabled until spring/summer 2021
- ❖ Vegetation encroaching the Access Road, 3-foot buffer not maintained, Continuum during fall clean up
- ❖ Storm drain cleaning quotes
- ❖ Road testing quote amplifications from SME, N&F, S&S, and G2

Next Meeting

- ❖ December/January dates TBD
 - Next virtual Board meeting (which will not include Alex) – 7:00 p.m., 12/16/20
 - January virtual Board meeting – 7:00 p.m., 1/27/21