



Minutes
Board of Directors (BOD)
Highland Park Neighborhood Association, Inc.
(referred to as "HPA")

Date: December 7, 2015

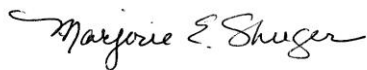
Place: Village Inn, Woodmen Rd

Meeting Called to order at 6:25 PM

1. Attendance: Marge Shuger, Greg Smith, Cameron Garner, Jim Ver Meer, Joe Bonnet.
2. Approval of Minutes: Minutes for October 14, 2015 stand as submitted.
3. Members' Forum: No Members attended.
4. Reports of committees:
 - a. Finance Committee: Joe Bonnet reported.
 - i. Joe, with our Accountant, produced and presented a number of reports. All of the reports are from our accounting software Quickbooks : P&L Budget Overview 2015 and 2016, Chart of Accounts, Check Register, P&L Jan thru Nov 2015, Trial Balance as of Nov. 30, 2015, P&L Budget Performance as of Nov 30, 2015, and Balance Sheet as of Nov. 30, 2015. For our quarterly reporting to Members, the reports 1. P&L Year to Date, and 2. Balance Sheet Year to Date will be used. Joe will present one to three of the other reports for the Board to review at the Board meetings in order to address budget performance and actual expenses.
 - ii. To address having the Accountant transfer funds over \$500 for paying bills such as Waste Management and Mountain View Electric, the following motion was made: **When HPA receives a bill notice totaling more than \$500 (which would require two BOD signatures for a check) an email or written notice from the Finance Officer and one other Director will be sent to the Accountant approving transfer of funds. This was seconded and approved unanimously.**
 - iii. The following motion was made: **A debit card from ENT shall be issued to the Secretary, Marge Shuger, with a limit of \$500 for expenses. This was seconded and approved unanimously.**
 - b. Compliance Committee: Greg Smith reported.
 - i. Greg had very good success with sending an informal email to those few residents who had a violation, e.g. trailer, boat, car parking, etc. All but a lot that has not been mowed complied with his requests. A discussion followed about how to handle the mowing violation as a Compliance issue with a possible fine.
 - ii. Vinnie D'Angelo has volunteered to assist Greg on the Compliance Committee. Thank you, Vinnie!!
 - c. Maintenance Committee: Cameron Garner reported.
 - i. Cameron is still waiting to be able to meet with Munson to look at a portion of the trail that consistently gets washed out.
 - ii. We discussed maintenance of the Tracts A, B and C which were transferred to the HPA by Little London LLC this year. It was decided that weed control, mostly noxious thistle, would be our only extra maintenance.

- d. Communication Committee: Marge Shuger reported.
 - i. Marge reported that that Yahoo has sold their website business to Aabaco. There has been one "glitch" which affects our Contact The HPA link. Aabaco is at fault.
 - ii. Jim Ver Meer will keep researching the "Text Blast Service".
 - e. Social Committee: Marge Shuger reported. Besides looking into getting a Meet 'n Greet Committee, Marge will research a blog just for Highland Park that would notice an email when there is a new post.
 - f. Government Affairs Committee/Policies: Jim Ver Meer reported. Jim will research a Reserve Policy so that the HPA can do a Reserve Study for our budget process.
 - g. ACC: Greg Smith reported. After the holidays, the ACC will be looking into how to structure the ACC to be more accountable for our Members - this will probably require a covenant change.
 - h. Water Augmentation: Marge Shuger reported that our Oct. 31 and Dec. 1 collection was very successful. Jim Ver Meer will be getting together with Marge to take over collection and help with reporting to the Water Department.
5. Continuing Business: None was discussed
 6. New Business: Marge Shuger has printed (at Office Max) the Dues notice and they are ready to be mailed out. Greg will mail out by Dec. 11, 2015 so that they will be received by Dec. 15, 2015.
 7. Meeting was adjourned: 8:00PM
 8. Next Meeting: Thursday February 4, 2016. 6:30PM at the Village Inn.

Submitted by:



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