

# REGULAR MEETING AGENDA

Holbrook Heights Community Association

April 26, 2016

7:00pm

*Welcome, this is a HOA Regular Board Meeting where the board will openly review and discuss materials relevant to the Items listed on this agenda. The Board may make decisions that are necessary in the near-term, or schedule future discussion to a later date.*

**Meeting Facilitator:** Bryan Thomas, President

**Board Members:** Andy Jee (Vice President), Mary Dougherty (Treasurer-excused absence), Lisa Borba (Secretary), and Members-at-Large John Hild, Greg Licon and Ric Wright.

**Management Company:** Michael Schroeder, HMC

## I. CALL TO ORDER

## II. ROLL CALL

## III. PLEDGE OF ALLEGIANCE

## IV. ADOPTION OF THE MEETING AGENDA

## V. OPEN FORUM FOR MEMBERS

*This section of the agenda is provided so that Members may express comments on any item within the HHCA's jurisdiction for up to 3 minutes. Board Members may ask questions for clarification, respond to statements of questions from Members, or refer a matter to a future meeting or committee.*

## VI. ITEMS

### A. APPROVAL OF MEETING MINUTES PRIOR TO MARCH 22, 2016 (Old Board)

- a) HMC to identify which meetings minutes of the previous board still need to be reviewed including the practice of waiting 1 year to bring the Annual Meeting minutes to the Board for approval.

### B. APPROVAL OF MEETING MINUTES BEGINNING MARCH 22, 2016 (New Board)

- a) Special Meeting Thursday April 7, 2016
- b) Special Meeting Thursday April 14, 2016
- 1) COMMUNICATION / TRANSPARENCY: Topics include Meetings, Postings, Website, Emails, Social Media, Telephone, Newsletter and Mail.
  - a) Consider adding a phone line for the fax machine in the Office/Guard Shack
  - b) Member interest in Consent for Electronic Communications

- 2) **FACILITIES:** *Topics include the Pool, the Toddler Pool, the Park, the Community Room, and Security.*
- a) Draft Reserve Study due the week of April 25. (HMC)
  - b) Discuss issues/concerns/compliments on pool site since opening to Members on April 15<sup>th</sup>
  - c) Consider purchase of foam noodles and kickboards
  - d) Meetings with ACE Pool
    - i) Update on the Toddler Pool Construction schedule
    - ii) Various site comments
  - e) Update on Card Key zone segregation
  - f) Private Swim lessons offered by a Member
  - g) Discuss Facility Reservations: GOAL to encourage Member Usage of Facilities
    - i) Any necessary changes to BBQ reservations (currently free and reserved in 3.5-hour time slots)
    - ii) Any necessary changes to Community Room reservations (currently \$80 plus \$200 deposit, and reserved in 5-hour time slots).
    - iii) Any necessary changes to party use of pool (currently limited to 15 guests per member, and \$3.50/guest)
    - iv) Discuss cleaning Community Room (and restroom) after reservations (Mae has swept/mopped hall after party. She leaves April 30<sup>th</sup>. There are currently only 3 future Community Room bookings.
    - v) Provisionally allow Members to include beer and wine at private Community Room events.
  - h) Discuss Park
    - i) Landscape Report (HMC)
    - ii) Playground Inspection (HMC)
- 3) **FINANCIALS:** *Topics include the Budget, Expenses, Past Due Accounts and Fees.*
- a) Budget
    - i) Second Amendment to the 2016 Budget (Original dated December 2015, First Amendment February 2016)
  - b) Accounts, Bills and Budget evaluation and recommendations
    - i) Reduce or suspend Reserve contribution until new Reserve Study is complete.
    - ii) GOAL: Eliminating the 20% Fee Increase approved by the 2015 Board

- (1) Evaluation of all Vendors
  - (2) Review of all Costs and Expenses. HMC's automatic approval of bills was suspended by the President on April 8<sup>th</sup>
  - (3) Eliminating excess charges, interest charges and excessive postage fees.
- iii) Past Due Accounts and Fees
- (1) All non-collectable accounts (Foreclosure-related accounts past due prior to \_\_\_\_\_) will need to be moved from "Accounts Receivable". These accounts, and fees already paid to others (collection companies, attorneys and management companies), will need to be written off our books. The Board will discuss the pros and cons of moving this to Bad Debt by the end of 2016, or potentially move it over over multiple years. (Total Bad Debt is \$ \_\_\_\_\_ ).
  - (2) Collection of Past Due accounts is a priority of the Board but to date, it has been costing us more than we receive. HMC's collection actions (including attorney involvement) were suspended by the President on April 8<sup>th</sup>. The Board will consider a resolution to suspend collection activities by HMC, including statements. HMC will collect payments as they offered, but that's all. The board will pass a resolution at a future meeting around this subject after it is better researched and a cost effective Policy has been created.
  - (3) Discussion on refunding 2016-imposed late fees.
- 4) 2016 POOL SEASON: *Topics include registration, pool hours, employees, issues and activities.*
- a) Member Access to Pool remains at 6am to 9pm daily.
  - b) Member Registration (\_\_\_\_ current Members registered with active card keys)
    - i) To assist Members with registration and card keys, Mae has weekly office hours Monday thru Friday 5-6 pm, and Saturday 1-2 pm)
    - ii) Card Key (currently \$10 for card, \$20 to replace)
    - iii) Snack sales at pool?
  - c) Discuss Summer Staffing Options for Memorial Day thru Labor Day
    - i) Option 1: Full Staff (1-2 Pool Managers, up to 10 Junior/Senior Lifeguards and Gate Keepers) staffed 7 days a week, 11am-7pm
    - ii) Option 2: Afternoon Staff (1 Pool Manager, less than 10 Junior/Senior Lifeguards and Gate Keepers) staffed 5 to 7 days a week for 4 hours a day.
    - iii) Option 3: No Staff: post additional signage and continue to allow Member use without staff.
  - d) Job Descriptions, Pay Rates and other Hiring Activities (Andy Jee, Chair, B&G Committee)

5) VENDORS: *Current or upcoming Vendors will be discussed.*

- a) Property Insurance “due” (expires?) in August. Begin bid process in May.
- b) Management Tasks included and Management Extras
  - i) Termination of storage fees for HHCA information
- c) Buildings & Grounds Committee with review Draft Reserve Study and provide timely comments to vendor.

6) COMMITTEES: *Committees Formed April 7, 2016. Committee reports and updates, if any.*

- a) Buildings & Grounds (Jee/Hild)
  - i) Committee to contact CCWD for a free water use survey
  - ii) PG&E use and future solar heating for water
  - iii) Kitchenette in Community Room
  - iv) Janitorial Service
- b) Communication Committee (Borba/Licon)
  - i) Corrections to HMC’s April 2016 Newsletter, and future improvements
  - ii) Call for Member volunteers who want to participate
- c) Neighborhood Preservation/Code Enforcement (Wright/Thomas)
  - i) Call for Member volunteers who want to participate
- d) Outreach/Social Committee (Wright/Thomas)
  - i) Call for Member volunteers who want to participate
- e) Executive Finance, Contracts, Budget and Policy Committee (Dougherty/Borba)

**VII. ADJOURNMENT to the Next regularly scheduled meeting of the Holbrook Heights Community Association Board on Tuesday May 24, 2016 at 7pm at the Community Room.**