

**HERITAGE GROVE HOMEOWNERS ASSOCIATION  
BOARD OF DIRECTORS QUARTERLY HOA MEETING**

**Wednesday, September 18, 2019 7:00 P.M.**

**BOARD MEMBERS**

Christina Aitchison	President	
Gary Berg	Vice President	
Nicole Napiltonia	Director	(Absent)

**OTHERS PRESENT**

Shawn Cabral	Compass Management Group, Inc.	
Dennis Reker & Dana Marcus-Reker	104 Ayala Court	(Conference Call)
Cesar Gonzalez	132 Regent Drive	
Juliet Vadvilavich	100 Ayala Court	

**ITEM I – Call to Order – Opening Statement from Board of Directors**

The meeting was called to order at 7:00 P.M. by Association Manager Shawn Cabral at Compass Management Group, 77 Las Colinas Lane, San Jose, CA. 95119.

**ITEM II – Open Forum**

The Board of Directors held Open Forum where homeowners had the opportunity to address the Board with any questions, comments or concerns. The items of discussion held during the Open forum portion of the meeting included: stolen package from front porch area, new landscape committee, painting the wood fences on each side of the monument signs, call for candidates statement going out in the mail this week.

**ITEM III - Minutes**

The Board of Directors reviewed the meeting minutes of May 2, 2019. *Action: After a brief Board discussion, Christina Aitchison moved to approve the meeting minutes of May 2, 2019 as presented by management, seconded by Nicole Napiltonia, approved unanimously by the Board of Directors.*

**ITEM IV – Reports**

- A. **President’s Report** – Christina Aitchison had nothing to report at this meeting.
- B. **Landscape Report** – Christina Aitchison mentioned there is a proposal in the Board packet for Board action at this meeting from Alpine Landscapes for irrigation wire repairs.

**ITEM V - Management Report**

- A. **Financial Summary** – The Board of Directors reviewed the unaudited Financial Statements for the months and year-to-date ending August 31, 2019. Management informed the Board that the Association is \$133.36 under budget through the first eight (8) months of the fiscal year. No action was required by the Board.
- B. **Delinquency Report** – The Board of Directors reviewed the Open Balance Aging and Delinquency Report ending August 31, 2019. Management informed the Board there are two (2) delinquent homeowners as of this meeting. No action was required by the Board.

- C. **Contact & Work Order Reports** - The Board of Directors reviewed the Contact & Work Order Reports for the period ending September 13, 2019. No action was required by the Board.
- D. **2019 Quarterly Projects & Landscape Calendars** – The Board of Directors reviewed the 2019 quarterly projects and landscape calendars prepared by Alpine Landscapes. No action was required by the Board.

**ITEM VI – Board Business**

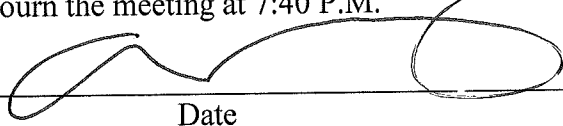
- A. **Discussion on Formally Approving a Landscape Committee** – The Board of Directors discussed appointing the homeowners who submitting their name since the previous meeting to serve on the Landscape Committee moving forward. Action: After a brief Board discussion, Gary Berg made a motion to approve homeowners Dennis Reker, Dana Marcus-Reker and Juliet Vadvilavich to serve on the Landscape Committee, seconded by Christina Aitchison, approved unanimously by the Board of Directors.
- B. **Discussion on No Homeowner Response for Communications Committee** – The Board of Directors briefly discussed that there were no homeowners who submitted their name since the last HOA meeting to serve on the Communications Committee. No action was required by the Board.
- C. **Proposal from Allen & Cook, Inc. to Prepare 2019 Income Tax Returns** – The Board of Directors reviewed a proposal from Allen & Cook, Inc. in the amount of \$400.00 to prepare the 2019 income tax returns. Action: After a brief Board discussion, Christina Aitchison moved to approve this proposal in the amount of \$400.00, seconded by Gary Berg, approved unanimously by the Board of Directors.
- D. **Proposal from Alpine Landscapes for Irrigation Wire Valve Repairs** – The Board of Directors reviewed a proposal from Alpine Landscapes in the amount of \$1,354.00 for new irrigation wires repairs. Action: After a thorough Board discussion, Christina Aitchison moved to approve this proposal in the amount of \$1,354.00, seconded by Gary Berg, approved unanimously by the Board of Directors.

**ITEM VII – Standard Items**

- A. Next Meeting Date: Meeting on ~~Thursday~~ <sup>WEDNESDAY</sup>, November 8, 2019 @ Compass Management Group
- B. Newsletter Items: None at this time. Discontinued at residents request.

**ITEM VIII - Adjournment**

Being no further business before the Board of Directors at this time, the Board unanimously approved a duly made and seconded motion to adjourn the meeting at 7:40 P.M.

Approved by the Board of Directors:  \_\_\_\_\_  
 Board Member Date 11/6/19