

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

Wednesday, November 6, 2019 7:00 P.M.

BOARD MEMBERS

Christina Aitchison	President	
Gary Berg	Vice President	
Nicole Napiltonia	Director	(Conference Call)

OTHERS PRESENT

Shawn Cabral	Compass Management Group, Inc.	
Dennis Reker & Dana Marcus-Reker	104 Ayala Court	(Conference Call)
Tom Priest	134 Regent Drive	
Paul Rockwell	104 Heintz Court	
Juliet Vadvilavich	100 Ayala Court	

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

The meeting was called to order at 7:02 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: trees in the lower orchard, annual meeting in December, parcel H next to 104 Heintz Court, condition of wood fences at both sides of entrance and flower replacement at the monument sign entrance area.

ITEM III - Minutes

The Board of Directors reviewed the meeting minutes of September 18, 2019. *Action: After a brief Board discussion, Gary Berg moved to approve the meeting minutes of September 18, 2019 as presented by management, seconded by Christina Aitchison, approved unanimously by the Board of Directors.*

ITEM IV – Reports

- A. **President’s Report** – Christina Aitchison provided a Christmas Tree Lane flyer for any homeowner who would like to purchase a Charlie Brown Christmas tree for \$25.00 and have it placed on the front lawn this coming holiday season.

- B. **Landscape Report** – The Board of Directors reviewed the Landscaping Committee Charter – Draft 1.0 dated October 10, 2019 which was provided by the Landscape Committee Members. Greg Dilorenzo of Alpine Landscapes was present at this meeting and informed the Board of Directors and management that alpine employee Sara Butler has now taken on the everyday responsibilities of managing Heritage Grove HOA. Moving forward, Sara will be the new contact person at Alpine Landscapes for all landscape comments, questions, concerns, walkthroughs, onsite meetings, etc.

ITEM V - Management Report

- A. **Financial Summary** – The Board of Directors reviewed the unaudited Financial Statements for the months and year-to-date ending September 30, 2019. Management informed the Board that the Association is \$199.11 under budget through the first nine (9) 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 September 30, 2019. Management informed the Board there is one (1) delinquent homeowner 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 November 1, 2019. Board member Christina Aitchison has a question on the contact report which was answered by management. 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. Management agreed to send a copy of the landscape calendars over to the Landscape Committee. No action was required by the Board.

ITEM VI – Board Business

- A. **Courtesy/Violation Letters Sent for the Period** – The Board of Directors reviewed the courtesy violation letters sent out for the period ending November 1, 2019. No action was required by the Board.
- B. **Review/Approve Fiscal year 2020 Budget** – The Board of Directors reviewed draft budget #1 for fiscal year 2020 with no proposed increase in monthly assessments beginning January 1, 2020. *Action: After a detailed Board discussion, Gary Berg moved to approve the 2020 fiscal year budget with no increase in monthly HOA dues beginning January 1, 2020 and dues will remain the same at \$150.00 per home per month, seconded by Christina Aitchison, approved unanimously by the Board of Directors.*

ITEM VII – Standard Items

- A. Next Meeting Date: Meeting on ^{Tuesday March 24, 2020.} ~~Thursday, February 6, 2020~~ @ Compass Management Group
- B. Newsletter Items: ~~None at this time. Discontinued at residents request.~~

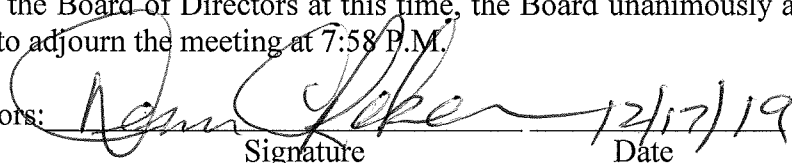
ITEM VIII - Adjournment

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 7:58 P.M.

Approved by the Board of Directors:
Board Member

Signature

Date

 12/17/19