



Hethwood Foundation Board of Directors

Quarterly Board Meeting Minutes
July 23, 2018 – 12:00pm – Huntsman Clubhouse

Board Members in Attendance:

Donna Gresh, President.....	Present	Bruce Harper, Director.....	Present
Janet Riddlebarger, Vice President.....	Absent	Richard Hirsh, Director.....	Absent
Alice Allen, Secretary/Treasurer.....	Present	William "Bill" Sanders, Director.....	Present
John Burke, Director.....	Absent	Mendy Sink, Director.....	Present
Melinda Dunford, Director.....	Present		

Hethwood Foundation Staff in Attendance:

Jonathan Steele, Hethwood Director.....	Present
Vacant Position, Office Manager.....	Absent

Hethwood Foundation Residents in Attendance:

None

I. Opening Remarks

Donna Gresh started the meeting at 12:02pm and welcomed everyone. Donna announced the retirement of Carol Schaffer-Powers from the Hethwood Foundation. Carol currently serves as the Office Manager with the Hethwood Foundation and has provided over 30 years of service with HHHunt. Carol will be missed by all. A retirement celebration will take place on Thursday, July 26th, at 3:00 at the Huntsman Clubhouse. Donna invited all board members to attend. Jonathan Steele has started the interview process.

II. Public Comments

There were no public comments presented, no residents were in attendance.

III. Approval of Minutes

A motion was introduced by Bill Sanders to approve the April 16, 2018 Hethwood Foundation Board Minutes. Seconded by Melinda Dunford. Voice vote. Motion carries.

IV. Recreation Report

Jonathan Steele presented the Recreation Report. Jonathan reported the following summary:
April – (4) events, highlighting the Senior Citizen Luncheon – 10 residents in attendance
May – (6) events, highlighting the Study Break – over 70 residents in attendance + 140 residents attended the End of School Pool Party which kicked off the pool season
June – (7) events, highlighting Hethwood Hurricanes Swim Meet – over 100 in attendance + Hethwood Market Dinner at Pool – 20 free dinners for residents + additional meals sold to residents at the pool

V. Approval of Financial Reports

Donna opened the discussion that April and May financial reports were just received on 7/20. Thank you to Jonathan for working over the weekend to prepare information for today's meeting. Year to Date explanation to be presented verbally. Jonathan reviewed the overview of the financials using the Cash Flow Statement dated 5/31/18.

Noting the following in Operating Expenses:

*Overage of \$35,369 YTD in Administrative & Marketing – due to audit being budgeted in November, but completed earlier in the year – will end the year on track

*Overage of \$1,560 YTD in Utilities – due water leak at Huntsman Pool – pool repair has been completed

*Savings in salaries YTD of \$7,105 – savings due to vacancy of some staffing positions at the office and due to the closing of Briarwood Pool – less lifeguards hours needed, additional staff hours will be needed for some heavily attended events; however, will see some type of savings by the end of the year

*Cash Flow YTD Variance = -\$372

Noting the following in Capital Expenditures:

*Huntsman Clubhouse – Downstairs pool room remodel – invoices are still outstanding on project since just completed in May right before opening of pool

*Tennis Court line item is the new Dog Park – not all invoices have been submitted due to construction delays

*Signage – Presented by Melinda Dunford, project moving forward with approval from the Town of Blacksburg, working on landscape and coordinating stone used in the signage to the new amenity center

A motion was introduced by Melinda Dunford to approve the financial report submitted for May 2018. Seconded by Bruce Harper. Voice vote. Motion carries.

VI. Director's Report – presented by Jonathan Steele

a. Update on Capital Projects

- i. Huntsman Clubhouse Renovations** – completed, positive feedback from residents, very open and usable space
- ii. Outdoor Fitness Park** – completed and used right off from the start
- iii. Hethwood Bark Park** – just completed and ready to open after finalizing contract with local vendor to assist with cleaning/upkeep of facility
- iv. Briarwood Amenity Center** – HHHunt is moving forward with project; clubhouse and baby pool has been removed, working on removal of Briarwood Pool; Opening date of amenity center is on track for Fall 2019, pool opening Summer 2020
- v. Community Signs** – see notes above in financial report

VII. Old Business

- a. Community Drone Policy** – Donna has researched topic and ready to set a policy; discussed Town of Blacksburg policy regarding parks and other input from board members; will be working with Foxridge and Hethwood Apartment Homes Management Team and our lawyer for final review

VIII. New Business

Email from resident Todd Solberg – concern with vehicles being parked on the street/bike path at the end of Mt Vernon at 2700 block creating a safety concern; Hethwood Street not TOB; therefore, completing research on how we can address the concern

IX. Adjournment

Donna Gresh adjourned the meeting at 12:36pm.