

**Hethwood Foundation Board of Directors**  
**Quarterly Board Meeting Minutes**  
January 16<sup>th</sup>, 2018 @ 12 noon in the Huntsman Clubhouse

The following Hethwood Board members were present: Janet Riddlebarger, Donna Gresh, Melinda Dunford, Bill Sanders, Richard Hirsh, John Burke and Bruce Harper. Josh Sharitz and Carol Schafer-Powers were also present from the Hethwood Foundation. A homeowner from Mission Hills was present as was a guest hoping to move to the neighborhood.

**I. Opening Remarks**

Donna opened the meeting @ 12:10pm and welcomed everyone.

**II. Public Comment**

Mr. Rittenhouse (guest) introduced himself and said he is hoping to find a home in Stroubles Mill and wanted to get the word out. He has already been in touch with the Hethwood office team and was informed of the website Home for Sale page.

**Note: Donna proposed that we discuss financials and new budget first as Janet may have to leave early pending poor weather.**

**III. New Business**

**A. Review & Approval of September 2017 Financials**

*There was a motion made by Donna and seconded by Bill to approve the September financials in conjunction with the proposed 2018 budget.*

Josh reviewed the Cash Flow statement in conjunction with 2018 budget which has comments in each section. See below.

**B. Discuss 2018 Proposal**

**1. Budget**

**2. 10 Year Capital Plan**

**3. Cash Flow**

Josh reviewed 2018 proposed budget while comparing to September actuals. A 5% increase for the apartments and homes was proposed with annual dues payment to be \$386.32.

Other income-reduction in community building & pool fees income due to construction of new center and Briarwood not available.

Budget points: Josh reviewed Expenses Administrative & Marketing increased largely due to an audit. We are catching up 2010-2016 audit that we thought was completed per questions from prior auditors; we determined only tax information was completed. We chose a local firm (Brown Edwards) and have already started and some paid. They will do audits & tax filings for next 3 years.

Josh highlighted the following- \$14,000 contribution to Huckleberry (can't be depreciated) and was therefore moved from capital to an expense code-per auditor, \$28,000 to landscape along Prices Fork Rd. to provide more screening and sound barrier -to get it's own code under capital. Recruitment fees for shared employees may be adjusted, Huntsman clubhouse upgrades-level main room floor & replace carpet with vinyl wood look tile, tint windows, remove blinds, move Briarwood furniture there to update, downstairs-update bathrooms with items from Briarwood such as ADA compliant vanities, toilets, kitchen cabinets, in pool party room-new vinyl flooring and adding pool table/flip air hockey or ping pong. Resurface Huntsman tennis court. \$2500 to replace Huntsman pool shallow end expansion joint, \$24,380 for outdoor fitness stations to be added, convert Heather Dr. tennis court to dog park, \$35,000 paving bike path, \$25,000 replacing Hethwood fencing along Merrimac to Stradford, \$55,015 new community signs at Heather & Hethwood Blvd.

Note: Money from 2017 budget capital items not spent is being spent in 2018 for signs and saved for audit.

**C. Approval of 2018 Budget and September 2017 Financials**

Bill made a motion to approve the budget and John seconded it with some amendments. All approved. The 2018 budget was approved along with September financials.

John had question about pool hours and hoping we could extend them. Plans for 2018 season to open Huntsman pool M-F-10am to 8pm, Sun 12-6 to have time to clean and add chemicals when it's light and people are not in pool. We will look at those again and revisit.

John also asked about site plans and concerns about permeable surface changing to concrete, storm drains next to the pools & concern where chlorinated water is going to be caught and general review for outdoor area. Also what actual area did we lease-top of hill or entire parcel -please report back and put on agenda for next meeting if possible. Also Melinda noted that the plans have to go through the Town yet and would likely address issues.

A resident had concerns for vines that may choke trees past pond down trail by creek. Josh mentioned that we must be very careful removing those-chemicals and equipment generally not allowed.

**D. Vote on 5% Maximum Annual Assessment**

We discussed the 5% maximum annual assessment. It was explained that we are raising 5% but actual dues payment does not go up to the ceiling. This is the ability to increase the maximum annual assessment by 5% as long as we don't go over the accrued ceiling. This year we could set the maximum annual assessment at \$410.40. The budget Josh has proposed is for dues to be set at \$386.32 which is a 5% increase in the actual assessment amount set last year. Donna asked for a motion to increase the maximum annual assessment by 5%. Bill so moved to approve and Bruce seconded. All approved.

**E. Election of Officers**

The following candidates were elected as officers:

Donna Gresh-President, Janet Riddlebarger-Vice President, Alice Allen-Secretary/Treasurer

**IV. Approval of the Minutes of the Last Meeting (s)**

**A. Quarterly Board Meeting (Oct. 3<sup>rd</sup>, 2017)**

**B. Annual Meeting of the Members (Oct. 16<sup>th</sup>, 2017)**

A motion was made to approve both minutes as emailed by Bill and seconded by Richard. All approved.

**V. Recreation Report**

Carol reviewed the highlights of the recreation report.

**VI. Adjournment @ 1:25pm**