

## **THE RESERVE ON HIGGINS CREEK HOMEOWNERS ASSN**

BOARD MEETING FEBRUARY 22, 2022

Board Members Present: John Williams, Dave Wientjes, Bob Maki, and Marlene Barrett

Board Members Absent: Bill Coburn and Jake Kruse

Guests Present: Barry and Rebecca Mason, and Delia Prezkuta

At 6:35 p.m. President Williams called the meeting to order. All motions were approved unanimously unless otherwise noted.

**AGENDA AND MINUTES:** After review it was Moved-Seconded (Wientjes-Maki) to approve the agenda. Motion carried. Moved-Seconded (Maki-Wientjes) to approve the January 18, 2022 board meeting minutes. Motion carried.

**HOA INSURANCE COVERAGE:** Bob Burnett of American Family Insurance met with the Board to review our current liability coverages. He will also review our covenants and bylaws and make any suggested changes when we update them. He suggested we obtain a professional liability coverage certificate from our bookkeeper each year. Wientjes will request this from our bookkeeper. He also discussed a possible need for signage and additional coverages if our HOA receives open space properties.

**TREASURER'S REPORT:** Wientjes reviewed current balance sheet and report from the bookkeeper. He also presented a 2022 proposed expense budget of \$16,135. If any improvements, i.e. nature trail etc. are done this year, they will have to be added to the budget. Our current fund balance is \$81,196.79 most of which is being saved for nature trail improvements and open space improvements. He also reported the dues letters were sent out last month and are coming in now. Williams will contact our landscaper with questions regarding a bill received for tree removal. Moved-Seconded (Barrett-Maki) to approve the report and thank Wientjes for preparing a budget. Motion carried.

**BOOKKEEPER:** Moved-Seconded (Barrett-Maki) to approve signing a letter of intent with Black Hills Bookkeeping to provide bookkeeping services to our HOA at \$55/hour and require a certificate of insurance coverage. Motion carried. The budget reflects \$500 per month expenses for this service.

**WEED SPRAYING CONTRACT:** Moved-Seconded (Maki-Barrett) to approve and authorize Williams to sign a contract with Black Hills Spraying to provide services on rock beds on Russell, Reserve, and Shoshone Streets at \$30/hour and \$5.25/gallon for 2022, and require a certificate of insurance coverage. Motion carried.

**COMPLIANCE ISSUE:** Williams reported he sent a letter to the owner of 4001 Pintlar as they have not completed landscaping and the surroundings of their home within allowable timeframes.

**NEW BOARD MEMBERS:** We have had several HOA members express interest in serving on our board. Barrett will ask our webmaster to put a note on our website so we can gather names of all interested persons.

**COVENANTS/BYLAWS:** Wientjes will chair a subcommittee to prepare and update our current covenants and bylaws. Barrett and Maki will work on this project with him and meet with our attorney as needed.

**NATURE TRAIL/OPEN SPACE AREAS:** Williams, Coburn, and Barrett will meet with city officials tomorrow so we can get a better understanding on open areas/spaces/parks and who is responsible for upkeep, etc.

**CONCERNS FROM RESIDENTS:** Barry and Rebecca Mason appeared to discuss house building regulations and restrictions on their Powder River Street lot.

There being no further business to come before the Board, the meeting was adjourned at 8:15 p.m. Next monthly scheduled meeting is March 22, 2022 at the VFW.

Marlene Barrett  
Secretary