

HIGHLAND FOREST HOMEOWNERS ASSOCIATION

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2014 HIGHLAND FOREST HOMEOWNERS ASSOCIATION ANNUAL MEETING MINUTES

The **2014 Annual Meeting of the Highland Forest Homeowners Association** (HOA) was held at 10:00 a.m. on Saturday, March 22, 2014 at the Wentzville Fire Station #1 at 209 West Pearce Boulevard in Wentzville, Missouri.

Attendance: A total of 8 homeowners representing 6 of the 33 Highland Forest homes were present at the meeting. Following is a list of those present at the meeting:

Board Members (*New Board Member 2014)

Joel Budnik (418 Highland Meadows PL)

Bryan Notheis (405 Highland Meadows PL)

Earl Cummings (303 Highland Meadows CT)

*David Brand (410 Highland Meadows PL)

Homeowners

Helen Cummings (303 Highland Meadows CT)

Amy Conner (416 Highland Meadows PL)

Bart and JoAnn Margiotta (417 Highland Meadows PL)

Introductions and Agenda Review

The meeting began at approximately 10:00 a.m.

Review of 2013 Annual Meeting Minutes/Previous Business Items

Joel Budnik read the highlights of the 2013 meeting minutes and provided updates for the primary business items and issues discussed at that meeting. The primary items from 2013 for which updates were provided included:

- Common Ground Erosion Issues– At both the 2012 and 2013 meetings, it was mentioned that there were erosion issues in the northwest portion of the common ground due to a blocked storm sewer inlet that was causing water to overflow and wash out a portion of the hillside below it. There was also minor erosion in and around the retention basin.

As an update, at the 2014 meeting Joel reported that the erosion issues were repaired in late Spring 2013. Prior to the erosion repairs, the City of Wentzville had cleaned out the soil and debris that was clogging the stormwater inlet upstream/above the common ground.

- Common Ground Tree Planting Project– In 2011 the idea of planting trees on the common ground was initially discussed, along with other ideas. In 2012, the meeting attendees officially decided that the long-term plan for the common ground was to cease spending money annually for mowing, and instead allow the area to revert to forest/natural habitat. Allowing the area to revert to a forested habitat is expected to provide a buffer from West Meyer Road and the adjacent neighborhood to the west, as well as provide a shaded area where walking trails could eventually be established to allow residents to better enjoy the common ground. It was decided that trees would be purchased and planted to get the forest habitat started as soon as the budget allowed for purchase of trees and the miscellaneous costs associated with it. Those plans were reconfirmed by meeting attendees at the 2013 annual meeting.

As an update, at the 2014 meeting Joel reported that a total of 140 trees had been ordered and that planting of the trees was to occur the weekend of March 28-29, 2014. Since the

meeting, all 140 trees were successfully planted by several volunteers. Special thanks go out to Bart Margiotta, Bryan Notheis, Joel Budnik, David Brand, Earl Cummings, and Patti Budnik, along with some additional help from several youngsters including Abby, Anna, and Ally Budnik and Noel and Ava Notheis. We also had additional help from a few volunteers from outside the neighborhood.

The planted trees include a variety of native species including several types of oaks, hickories, pecan, mulberry, and tulip poplar. Tree species were selected to provide the best chance of survival for the existing conditions. For instance, flood tolerant species were planted in the areas that receive some minor overflow flooding from Dry Branch and the area in the low portion of the detention pond area located on the Common Ground. Most trees that were planted will also provide wildlife benefits in the long-term. Most of the trees have since been staked to provide support and protection. Additional maintenance such as controlling weeds around each tree, fertilizing them, and protecting them from deer and rodents will continue as needed until the trees are large enough to withstand those pressures and survive on their own.

- Revision/Amendment of Highland Forest Indenture of Trust and Restrictions – There was discussion regarding the need to update/revise the indentures at the 2012 and 2013 meetings. No revisions have been made to date, but development of a summary document that is easier for all residents to follow without having to sort through all of the legal terminology in the existing version to find the details they are looking for is underway. No new restrictions or other changes are anticipated at this time. Residents will be provided a draft of the summary document prior to any attempt to have it officially recorded with St. Charles County if required.
- Other Association Member Ideas/Concerns from the 2013 Meeting
The attendees at the 2013 meeting had discussed ideas regarding trying to improve attendance at our HOA annual meetings. One idea was to have the HOA purchase some small yard signs to place out in the neighborhood the week or so prior to the annual meeting to remind residents when the meeting is to be held to make sure everyone is fully aware. As an update, we apologize for not making signs available this year. The board members were very busy with planning for the tree planting project and ran out of time to get the signs. However, reminder e-mails were sent to everyone for whom we have current e-mail addresses. An attendance prize was also offered this year in an effort to improve attendance. There were 8 residents in attendance this year versus 5 last year so this was a slight improvement, but we hope to get more households represented at future meetings.

Ideas regarding changing the meeting location were also discussed in 2013 and included potentially holding the meeting at a local restaurant and/or providing some coffee/doughnuts for the attendees. As an update, the meeting location was changed to the Wentzville Fire Station conference/training room. Attendees at this year's meeting liked the facility. Coffee was available for attendees thanks to the fire station, but the board members failed on providing doughnuts this year.

Treasurer's Report

Treasurer Earl Cummings provided each attendee with a printout of the Treasurer's report, which included copies of the 2013 year end statement provided by City and Village and a copy of the most recent 2014 statement with the period ending on February 28, 2014. At the end of 2013 we had a balance of \$5,054.35. Total expenditures in 2013 were \$2,891.39. The common ground erosion repairs were \$1,488.00 of the total 2013 expenses. The remaining 2013 expenses were insurance,

electric service and repairs for the monument light, welcome gifts, and normal recording and collection fees paid to City and Village.

The balance in the account on February 28, 2014 was \$6,481.14. As an update, as of April 15, 2014 there were a total of two unpaid annual assessments for 2014. One of those residences also had unpaid assessments for both 2012 and 2013. The unpaid assessments leave the account at negative \$500 from where it should be if all assessments had been paid in full by the annual due dates. This does not include late fees and interest that continues to accrue on unpaid balances. City and Village Tax Office, Inc. consistently issues late payment notices and files liens for the previous years' unpaid payments on behalf of the HOA. If any residents have not received notices of unpaid balances from City and Village, and know they have not paid their assessments, please contact one of our board members to determine what the issue may be. If you are not sure if you paid your assessments, please contact City and Village, or one of our board members, for assistance. Otherwise, please be aware, as defined in the Highland Forest Indenture of Trust and Restrictions, interest and other charges continue to accrue on your unpaid balances until they are paid in full. This could become costly if the unpaid balance remains for multiple years.

New 2013 Business

New Board of Director Member(s)

There was one vacant Board of Director position to fill for 2014 to replace Joel Budnik's position held since 2010. David Brand volunteered to fill the vacant spot at the meeting. Bryan Notheis will take over as the new President, Earl Cummings will remain Treasurer, and David Brand will be the new Vice President. Thanks to David for stepping up to fill the vacant position to help ensure our HOA remains intact.

Other Association Member Ideas/Concerns

There were additional discussions of adding a sidewalk to provide improved access to the common ground, and potentially establishing some type of trails through the common ground area at some point in the future. Those and other ideas will be discussed at future meetings as the balance in the HOA account becomes large enough again to allow additional projects to be completed as desired by the HOA members and/or the board of directors.

Attendance Prize

In an effort to improve the attendance of our annual meetings, a chance to win a \$50.00 attendance prize was offered to each household with a representative at the 2014 annual meeting. This year's winner was Amy Conner. Congratulations to Amy, and thanks for attending the meeting.

Meeting Adjourned

The meeting was adjourned at approximately 11:00 a.m.

Summary of Action Items for 2014

The following action items were taken from overall discussions at the 2014 meeting and additional information obtained since the meeting:

- 1) Finalize the summary document that will contain a shortened version of the overall Highland Forest Indenture of Trust and Restrictions. This document will include the primary rules and restrictions for the HOA/neighborhood without all of the additional legal terminology. This will not replace or supersede the requirements listed in the full version, but will provide residents with a more user friendly version to allow them to find the information most commonly utilized more quickly.

Response Requested: Please Provide Your E-Mail Addresses

In an effort to improve communications with all residents, if you have not already done so, or if your e-mail changed in the past year, **please provide your e-mail address(es)** so we can provide everyone with HOA communications faster and more conveniently. For those already receiving e-mails, please provide any new, updated, or additional e-mail addresses you would like to have added to our HOA e-mail list. More than one e-mail address per household is encouraged so that everyone can stay informed on short notice if needed. We also have a phone list that our board of directors maintains for those of you who are willing to provide a phone number in case of any emergencies, etc. We do not distribute this information to anyone.

To get your e-mail address and/or phone numbers added, please send an e-mail to highlandforesthwa@hotmail.com or call Bryan Notheis at 636-352-8478. Also, please indicate if you will accept e-mail as the primary means of getting HOA information to you, such as meeting invites, minutes, and general HOA notices. There are typically very few e-mails in a given year. However, if you only wish to receive paper copies, please let us know. Otherwise we will send the information via e-mail only in an effort to save time, money, and paper.

Please keep in mind that all annual assessment bills and related information will continue to be mailed as paper copies by City and Village Tax Office using the U.S. Postal Service. Thank you for your assistance.