

**Meeting Notes**  
**Highland Creek Advisory Committee**  
**May 16, 2017**

Rob Valencia, Board President, called the meeting to order at 6:30 p.m.

In addition to Mr. Valencia, the following members of the Board of Directors were present:

Cathy Staskel, Vice President  
Jim Aydelott, Treasurer  
Paolo Batoni  
Mark Scarrow  
Brian Souders

Board member, Charlie Lechner, was unable to attend.

Village Voting Members and Alternates in attendance are noted on the sign-in sheet.

Leah Singleton, HCCA Association Manager, also attended.

The notes of the March 21, 2017 Advisory Committee Meeting were approved as written.

Mr. Valencia welcomed the group and thanked them for their continued support and time volunteering on the Committee. Mr. Valencia pointed out that a timed agenda was created for the meeting. Out of respect for everyone's time and in order to keep the meeting productive and efficient, he asked for everyone's help with adhering to the agenda. Mr. Valencia also explained that the board would answer questions following each board member's report for their respective committee but that if anyone has a specific issue or concern to contact Hawthorne Management prior to the meeting to request the item be added to the agenda; otherwise, the agenda will be followed as written.

**Activities – Brian Souders**

Mr. Souders let the group know that Bingo on May 12<sup>th</sup> was a big success. He reviewed the attached upcoming activities and let the committee know that the Farmers Market is back up and running and is held every Wednesday at the Highland Creek Golf Club parking lot from 3pm-7pm.

**Human Resources to HCCA employees - Cathy Staskel**

Ms. Staskel announced the hire of new employee, Amanda Ayers, who is working as an Activities Coordinators and reported that she is doing a great job.

**Facilities/Special Projects - Rob Valencia**

Mr. Valencia advised that the new playground equipment is currently being installed at Clarke Creek Park and that the installation of new equipment at Whistlers Chase is set to begin any day now. New equipment will also be installed at the Harburn Forest and McChesney Park.

Mr. Valencia also let the group know that the construction of the office at Prosperity Park for the Highland Creek Tennis Director is near completion. He advised that the Tennis Director is doing a great job and the program is thriving.

**Pools – Rob Valencia (temp)**

Mr. Valencia reported that the Board recently approved the painting of the pool bathrooms at Clarke Creek, Christenbury and Sports Club, the replacement of the pads on the slide at the Sports Club pool and the painting of the lights around the Sports Club pool. Additionally, the gazebos at Clarke Creek pool were just refurbished. He reminded that residents must be current on HOA dues in order to access the pools and other amenities and encouraged residents to pay any outstanding balances.

**Finance – Jim Aydelott**

Mr. Aydelott reviewed the April 30, 2017 financial report. He let the group know that the amount of past due accounts were high as of the end of April but that they have now come back in line with historic figures. Mr. Aydelott also shared that the Association will start buying one 12-month CD at \$150,000 per month for 12 months and that the excess income will be placed in the cash reserve account.

**Community Affairs- Mark Scarrow**

Mr. Scarrow shared that the Board recently submitted an application for a matching grant to the City of Concord for additional street lights.

**Security – Paolo Batoni**

Mr. Batoni let the group know that there would be more focus on the security of the parks and clubhouses during the summer months. Additional off duty police officers will be hired by the Association to patrol the parks, particularly late in the evenings to help ensure the safety of these areas. Trees have been limbed up on the Christenbury Road side of Christenbury Park to increase visibility into the park and the gate on the Bells Mill Road side of Christenbury Park has been relocated such that it's closer to the road to prevent vehicles from parking in this area.

In closing, Mr. Valencia let the group know that a special meeting to elect one director will be held in July in place of the Advisory Committee meeting and encouraged everyone's attendance. He asked the group to talk with their neighbors about the open position and asked that anyone interested in serving on the board contact one of the board members or Leah Singleton at Hawthorne Management at 704-377-0114.

The meeting was adjourned at 7:20 p.m.

Respectfully submitted,  
Leah Singleton  
For the Association

	<u>4/30/2015</u>	<u>4/30/2016</u>	<u>4/30/2017</u>	<u>YTD - 2017</u>
<b><u>DELINQUENCY REPORT</u></b>				
Over \$350.00	90	105	93	
Over \$1,000.00	26	13	24	
Lien / Lien w/ FC to follow in 30 / Lien Special	24	18	18	
Foreclosure / FC Special / Lender FC	15	6	2	
Payment Plans	0	0	0	
Legal Agreements	2	2	8	
After bankruptcy / pre bankruptcy	12	13	11	
HOA Owns	3	1	0	
<b>Total amount past due</b>	<b>\$226,503.65</b>	<b>\$139,299.35</b>	<b>\$278,806.98</b>	

**BANK STATEMENT**

Cash - Checking, Paragon Bank	416,647.22	673,428.78	416,308.35
Cash - HCCA On Site 5th Third Bk	10,443.47	6,060.36	33,537.80
Cash - Reserves, Paragon Bank	304,195.32	446,138.97	457,075.07
Total CD's	1,500,000.00	1,600,000.00	1,700,000.00
<b>Total Assets</b>	<b>\$2,231,286.01</b>	<b>\$2,725,628.11</b>	<b>\$2,606,921.22</b>

**GENERAL LEDGER PROFIT & LOSS STATEMENT**

Total Income	462,201	423,972	307,579	1,373,479
Provisions for Reserves	(33,333)	(66,667)	(33,333)	(133,333)
<b>Total Operations Income</b>	<b>\$428,868</b>	<b>\$357,305</b>	<b>\$274,246</b>	<b>\$1,240,146</b>
Total Operating Expense	243,578	338,052	135,383	712,360
Total Administrative Expense	39,375	64,696	25,033	154,689
<b>Total Expenses</b>	<b>282,953</b>	<b>\$402,748</b>	<b>\$160,416</b>	<b>867,049</b>
<b>Net Income / (Loss)</b>	<b>145,915</b>	<b>(45,443)</b>	<b>113,830</b>	<b>373,097</b>

**GENERAL LEDGER RESERVES STATEMENT**

Reserve Funding	34,045	68,736	34,540	137,038
Reserve Expenses	61,842	35,120	45,563	193,812
<b>Surplus (Deficit) Carried Forward</b>	<b>(\$27,797)</b>	<b>\$33,616</b>	<b>(\$11,023)</b>	<b>(\$56,774)</b>

**CD Information**

CD-9079968, 12 mo @ .50%, Mat 05/18/17, CDARS	100,000.00
CD-9123169, 12 mo @ .50%, Mat 06/01/17, CDARS	100,000.00
CD-9229862, 12 mo @ .50%, Mat 07/06/17, CDARS	100,000.00
CD-9361604, 12 mo @ .50%, Mat 08/17/17, CDARS	100,000.00
CD-9405075, 12 mo @ .50%, Mat 08/31/17, CDARS	100,000.00
CD-9513021, 12 mo @ .50%, Mat 10/05/17, CDARS	100,000.00
CD-9638835, 12 mo @ .50%, Mat 11/16/17, CDARS	100,000.00
CD-9743124, 12 mo @ .50%, Mat 12/21/17, CDARS	100,000.00
CD-9785927, 12 mo @ .50%, Mat 01/04/18, CDARS	100,000.00
CD-9914646, 12 mo @ .50%, Mat 02/15/18, CDARS	100,000.00
CD-9982331, 12 mo @ .50%, Mat 03/08/18, CDARS	100,000.00
CD-0068864, 12 mo @ .50%, Mat 04/05/18, CDARS	100,000.00
CD-9892464, 03 mo @ .25%, Mat 05/11/17, CDARS	100,000.00
CD-9892472, 03 mo @ .25%, Mat 05/11/17, CDARS	100,000.00
CD-9960206, 03 mo @ .25%, Mat 06/01/17, CDARS	100,000.00
CD-9982366, 03 mo @ .25%, Mat 06/08/17, CDARS	100,000.00
CD-0068872, 03 mo @ .25%, Mat 07/06/17, CDARS	100,000.00
<b>Total CD's</b>	<b>1,500,000.00</b>

**1,600,000.00**      **1,700,000.00**

## UPCOMING EVENTS

<u>ACTIVITIES/ SPORTS</u>	<u>UPCOMING EVENT</u>	<u>DATE</u>	<u>DETAILS/LOCATION</u>	<u>FOLLOW UP ASSISTANCE (APPROVALS, ADDITIONAL NEEDS, ETC.)</u>
Activities	Farmer's Market	Wednesdays	3pm-7pm @ Golf Club Lot	13 vendors confirmed Empanadas backed out
Sports	Kannapolis Intimidators Game	Saturday, May 6 <sup>th</sup>		
Activities	Musical Theatre Workshop	Sunday, May 7 <sup>th</sup>	4:30 pm – 7 pm @ Sports Club	16 registered
Activities	Adult BINGO	Friday, May 12 <sup>th</sup>	7 pm – 9 pm @ Player's Grille	
Activities	Movie in the Park (Moana)	Saturday, May 20 <sup>th</sup>	Prosperity Park	Following up with Leah re: PPCH
Activities	CPR/AED Classes	Saturday, May 20 <sup>th</sup>	9am and 11am @ Sports Club	7 registered Employees?
Activities	Concert in the Park (Jettison Five)	Saturday, May 27 <sup>th</sup>	5:30 – 8:30 @ Prosperity Park	All sponsors confirmed
Activities	Kick Off the Summer Pool Party	Sunday, June 4 <sup>th</sup> (rain date 6/11)	11am-4pm @ Christenbury Pool	
Activities	Movie in the Park (The Secret Life of Pets)	Friday, June 23 <sup>rd</sup>	Prosperity Park	
Activities	Tween Luau	Wednesday, June 21 <sup>st</sup> (rain date 6/22)	Prosperity Park Pool, 7-10pm	Registration opens May 18 <sup>th</sup>
Activities	Scavenger Hunts	Wednesday, June 28 <sup>th</sup> Thursday, June 29 <sup>th</sup>	Sports Club Park 9am-10:30am	Registration opens May 18 <sup>th</sup>

## RECENT EVENTS

<u>ACTIVITIES/ SPORTS</u>	<u>PAST EVENT</u>	<u>DATE</u>	<u>DETAILS/LOCATION</u>	<u>SUCCESSFUL?</u> Notes for 2017
Activities	Farmers Market	Wednesdays	Golf Club Parking Lot	Opening day 8 vendors Second week ? vendors
Activities	Shred-It	Saturday, March 22 <sup>nd</sup>	Golf Club Parking Lot 9-11am	195 cars
Activities	Garage Sale	Saturday, April 29 <sup>th</sup>	RRMS	13 empty spaces, 8 no shows