

**Summit Park Condominium Association  
Board of Directors Meeting Minutes  
Monday, April 25, 2016  
HOAMCO Flagstaff Office**

1. Call to Order: The meeting was called to order by President Wensman at 6:02 PM
2. Attendees:
  - a. Board Members present: Melanie Lashlee, Randy Wensman, Nancy Hornewer, Ann Therese O'Sullivan, Maya Uddin
  - b. Board Members present by phone: Teresa Vail, Bob Woodwell, Ken Lamb
  - c. Board members absent: None
  - d. Owners present: Gretchen Burgess
3. The Meeting Minutes from January 25, 2016 were approved.
4. HOAMCO Report
  - a. Monthly Financial Statements: Approved
  - b. Bid for Building 3 & 4 for Rotation Painting 2016: Accepted for \$19,979.06
    - i. Teresa Vail will make sure the color is correct.
    - ii. \$300-500 to re-paint the Summit Park entry-way monument with same matching color to keep it fresh and looking good
    - iii. Building 6 on Unit 236 to Unit 136 needs a downspout gutter color paint change
  - c. Bid to repair concrete block wall on 1 Trash Enclosure: Accepted for \$800
  - d. Bid to protect wall from being hit again by DC Restoration:
    - i. Should we re-paint the 2 posts per trash garage a bright yellow color or the condo unit trim color (Stone Lion)? Melanie will get a bid from David to re-paint the 2 posts per each trash garage with a Stone Lion color. Add this to the Monument Painting bid.
  - e. Bid for stairwell painting for rust and railing:
    - i. Complete one stairwell for one building to get an idea of how long it takes and what the outcome is and how it turns out
    - ii. After doing steps, then go in and re-paint
    - iii. Melanie will get a bid and thoughts on hand-painting for stair railing
    - iv. Plan of action: get a more detailed understanding of the time and cost associated with completing a stairwell painting and completing an entire buildings' stairwells.
  - f. Landscaping – Wood Chip Replacement Discussion
    - i. Too many new wood chips look unnatural; pine straws look more natural
    - ii. Small committee to do a walk with Raphael to decide where to put the wood chip mulch sometime in mid-May
  - g. Gutter Cleaning and Gutter Replacement: Approved
    - i. \$120.00 per building to clean gutters by Bob Pastor
    - ii. Melanie will talk to Bob about cleaning gutters on the trash garages as well
    - iii. \$3,000.00 to install downspouts for each building
  - h. Step Inspection Results by DC Restoration Outline
    - i. \$130.00 for the steps and welding

- ii. Where is the concrete repaired? Does it include heavy aggregate? Will it match the other steps? Will the steps be sealed properly?
- iii. Find out how many steps we have in reserve
- iv. Get items confirmed before we start step replacement
- v. Steps that need immediate replacement – those will get replaced asap and agreed because it is a liability

## 5. New/Old Business

- a. Bike Racks
  - i. Melanie will email Marlene to ask where original bike racks were bought
- b. Community Garage Sale
  - i. The Board was not supportive of a community garage sale because based on history it was not productive. It was also inconvenient for those who were not participating in the garage sale due to having to move cars from the parking area.
- c. Annual Picnic
  - i. Date set for Saturday September 10<sup>th</sup> at 5 pm with a Rain Date of Sunday September 11<sup>th</sup> at noon and the Board meeting will be on Monday, September 19<sup>th</sup>
- d. BBQ Grills Inspected and Knobs Replaced
  - i. One grill was missing all the knobs, but they have been replaced. Grills are in good working order. Extra knobs were purchased and stored.
  - ii. BBQ Timer dial is melted and may not work. Melanie will check on the inspection report for the timer.
- e. Sidewalk Inspection
  - i. Pat Loescher will be planning to do an inspection of the sidewalk and will give input to Melanie.
  - ii. Melanie will also ask Pat to inspect the gutters as well.
  - iii. Melanie will get a bid from AZ Seal Coating to fill the perimeter voids between the parking lot asphalt and the concrete gutters.
- f. Reserve Study Update by Bob Woodwell
  - i. Level 2 Study for \$960 was approved by the board
- g. Revise Rules and Regulation for Christmas Lights
  - i. The rules and regulations need to have specificity regarding Holiday lights and duration of use. The Board has agreed to follow the city ordinance.
  - ii. Rules and Regulations need to speak to lights and holiday lightings.
  - iii. Randy will work with attorneys to come up with proper verbiage/language to include in the rules and regulations.
- h. Water Heaters Discussion
  - i. All water heaters need to be cleaned and maintained periodically so that they do not leak and cause damage. Second floor water heaters cause the greatest damage when they leak or rupture.
  - ii. Unit owner's personal insurance policies should have coverage for this issue and coverage for the HOA deductible of \$5,000.
  - iii. Notice will be sent out to all unit owners about the risk on water heaters and insurance policy

6. Open Forum – Member opportunity to address the board

- a. 4<sup>th</sup> Street and Sparrow Intersection to be changed? Teresa is following up with the city on this issue.
- b. Cars parking in the handicap parking without appropriate handicap permission – put courtesy notice on their car first.
- c. Melanie to call the school to notify them about the problem to see if the school (Northland Preparatory School) can do anything about the traffic drop off during beginning of school. This is not to be done now, but later before school starts. Melanie to ask the school to provide a sign and put that up for us.
- d. Should Cross-Cutting Fliers be put up around the unit? It was discussed that perhaps a “Please use Sidewalks” sign can be put up for the people who walk across the dirt and do not know that cross-cutting is not allowed. It was decided to keep communicating the message of walking on the sidewalks and if it still persists, then consider putting sidewalk signs (maybe portable sidewalk signs).
- e. Remove the three stepping stones in the landscaping at the north end of Bldg. 7 that should not be there and ask Raphael to fix the area back to its natural state – Melanie will look into getting this completed.
- f. Sidewalk lights are not working between Building 7 and Building 8.
- g. There is nothing in our documents that prevent people from renting out their garage.
- h. Suggestion was made to encourage board members to create a small committee and come up with a viable plan/solution to issues at board meetings in order to avoid roundabout discussions and causing frustration at board meetings.

7. Adjournment: There being no further business, the meeting was adjourned at 8:29 PM

Submitted By,

Maya Uddin  
Secretary, Board of Director