

BOARD OF DIRECTORS MEETING MINUTES

Meeting Date: Summit Park

September 19, 2019

Meeting Time: 4:00 P

Attendees:

- HOAMCO – Ted Wojtasik
- HOA Board – Teresa Vail, Gretchen Burgess, Roselle Wissler (phone), Nancy Hornewer (phone), Ambika Sharma (phone)
- Homeowner – Dawn Birdsell, Karen ?

Agenda

- I. Call to Order – Teresa Vail
- II. Establish Quorum - Approve Minutes - August 8th, 2019
 - a. Note: Minutes in this package is from June 2019 but everyone read the Aug notes from email.
Teresa made motion to approve August minutes, Gretchen second the motion, everyone in favor
Nancy: Make the language in notice of short term rental consistent with what was sent out in flyers “complaint policy”
- III. HOAMCO Report: Ted Wojtasik – Board Members
 - Pest control – ants, treated area and will give Ted invoice
 - Pest control guy - Will give Ted a proposal with quarterly treatment for HOA to consider
 - Pest control garden at Marie’s garden is attracting bugs due to moisture
Pest control – inside “owner responsibility”, outside “HOA responsibility”
 - Total income over budget by 217.68 due to increase utility
 - Expenses under budget by \$7K reduced overall expenses
 - Escrow 1 change hands since last meeting
 - Architectural review for Split AC unit 2nd floor

Landscape:

Okay but decent amount of weed around stairwell – needs addressing, other than that no major issues

Curbing and concrete inspection:

- Inspection of common areas to inspect sidewalks and curves – assess as in good shape and no trip hazard.
- Ted walked with inspectors.

- Concrete inspector look for liability not cracks (cosmetic vs liability)
- Two sections of curbing repair recommended –
 - Curbing repair can be done – 1st dumpster area,
 - backside of dumpster area
- Likely damage done by snow plow
- Wrong curbing at Summit (no place for vertical curbing for Flagstaff – snow plows)
- Several places identified by HOA board as trip hazards: determine if cosmetic or trip hazard
 - Teresa: one in building 5 and then back side is a trip hazard
 - Gretchen: another one on north side of mailboxes (building 3), cracked
 - Roselle: outside of Gretchen’s unit, places where concrete cracked and edge concrete broken up (5-6 inch piece) side walks
 - Bottom line: HOA board surprised that inspectors said everything is in great shape.

Balcony caps – Gustavo inspected:

- All looks good
- If replace caps in future then suggest replace with trex.
 - Ensure everything is sealed up
- Or remove cap piece, put on moisture barrier (couple layers of Kilz moisture barrier) – all sides, and then paint over it (must be repainted every 3-5 years).
 - Lower cost alternative

Sewer line Work:

- Sewer line building 7 is being currently fixed
- Blue stake to mark the sewer lines (blue tags), then TCR come back to finish the scoping
- Dave (New perspective) painting of Building 1 & 2 fascia
 - Confusion due to two invoices (1) scope of service building 7 & 8 (2) Fascia repair for \$15K

a. **Income / Expense Review – Roselle**

Operating Income

- End of Aug 2019 –\$113K operating balance; operating expense was less than our income by ~ \$14K

Reserve balance \$451k; reserve expenses is \$9K more than income

- Morning Dew irrigation work not yet paid
- Anticipate more landscape expenses – with rock work

HOAMCO Banking manager -> placed order

- We have 4 CDs \$25K each, take out MM account
- Manager Recommend put into a CD with no more than 18-month maturity.
- APY 2.2%

IV. New / Old Business:

a. 2020 Operating and Reserve Budget

Propose increase Operating assessment

- Raise the assessment from \$149 to \$155 per Condo unit (4% increase)
- Raise assessment:
 - Garage unit by \$2
 - Storage unit by \$1
 - Neither raised since 2012
- Voted on motions: Dawn made motion to approve operating budget, Teresa second it, all approved

Reserve budget:

- Budget category we agreed on from working meeting
- Remaining question is what rate do we increase assessment.
- Made a motion for 10% increase for the 1st three years – Dawn motion, Gretchen 2nd the motion, all in favor
- Sell this increase of assessment by – 1) Put the copy of the maintenance budget, detailed letter as to why we are doing this. 2) Break it down for them why for the increase in assessment. Which they a compare vs contrast.
- Handed out the assessment and Budget expenses at the annual meeting and then mailed a shorter budget at the end of the year.

b. Revised Compliance & Fine Schedule

- 21 days is just appeal process
- Can issue a violation every 10 days
- Left language the same but updated fine schedule (250, 500, legal action) on short term lease – no need to vote on this editing.
- Must always give courtesy notice, no fine attached

c. Revised Rules & Regulations

Nancy added new rules for wood flooring and grandfather clause – still have provide area rug down to mitigate noise issue.

d. Approve Nancy's Contract

- Creating a contract: Nancy will write one up and email it out. Teresa and Nancy would sign it.

- Ted recommend Nancy to keep a “Time and material log”– keep a log of duties, dates, time of performance, record of materials.
- Board discuss hourly rate for compensation and limit of hours.
- Gretchen made a motion that Nancy be hired by Summit park HOA at a rate of \$20/hr with approximate 10 hrs/month.
- Duties include:
 - Minor stuff (small enough to not need contractor)
 - Change light bulbs in between rotations of Martin or other hired help
 - Overseeing stuff that require immediate assistance

- e. **Billing Statements for 2020: Electronic or Paper**
 - The legality of electronic statement is not yet fully accepted by mainstream. This is a grey zone –legal weigh has not been decided yet.
 - Roselle willing to wait a year to go with the electronic system. Law itself be challenged, so wait and see. Next year, get an earlier start with getting the electronic system up and running.
 - Maybe do both mail and electronic. Can find out if HOAMCO will do both – with one administrative fee. Ted will look into this...that be one administrative fee.

- f. **Landscape Contractor for 2020**
 - Summit Board will stay with Raphael to do minor stuff,
 - Give him a list of what he will and will not do.
 - Hire someone else for tasks he will not do
 - Manage him by talking with him in straightforward way on what he will and will not do
 - Hiring him to do minor work will save \$ than going with companies
 - Morning Dew for irrigation (or some specialized knowledge)
 - Get an estimate to winterize system and adjust emitters

- g. **Painting Project Scope 2020**
 - Do we want to do plan A) two buildings or B) do one building and distribute \$ for other small jobs?
 - Early Oct – paint guy (Dave) will come – look around and see what he says.
 - Building 3, dry rot at corners of top caps

h. **Snowplow Contract Parameters**

Who do we contract with for snow blow?

Morning Dew does snow plow – will ask them how much they charge per given parameters
Possible bundle deal (irrigation and snow plow)

Parameters include:

- Needs to go through Nancy or Amika since they are onsite
- Provide real-time feedback with issues
- 2-3 inches minimum standard before coming out and do the job

Others:

Martin (does sidewalks) – comes out with 2-3 inches for sidewalks – he does it well

i. Projects list update : Discussion

- i. Assessment of Balcony Caps – see above
- ii. Concrete Repairs for 2020 – see above
- iii. Irrigation Emitter Revamp – Will get a bid from morning Dew

Website Updates

Change to website to have a “reserve study section” under financials

V. Open Forum - Member opportunity to address the Board

Karen Burgess left

VI. Board to adjourn to into Executive Session pursuant ARS33-1804, Subsection A, paragraph 3