

# Summit Park – BOARD OF DIRECTORS MEETING

June 13, 2019

## *Open-Session Minutes*

### **Attendees:**

- HOAMCO – Ted Wojtasik
- HOA Board – Teresa Vail, Gretchen Burgess, Roselle Wissler, Nancy Hornewer, Ambika Sharma
- Homeowners – Marie Dunn, John Benson and Susanne Kovacs, Dawn Birdsell

- I. Call to Order – Teresa Vail called the meeting to order at 4:04 p.m.
- II. Quorum established. Minutes from March 21<sup>st</sup>, 2019 Board meeting were approved as amended.
- III. HOAMCO Report: Ted Wojtasik – Board Members
  - a) Income/Expense Review – Roselle
    - i) Balances as of February:
      - Operating accounts ≈ \$101,000
        - \* Operation expenses exceed operation income (by ≈ \$16,000)
        - \* Snow removal and landscaping are over budget, but everything else is on track
      - Reserve accounts ≈ \$480,000
        - \* Reserve expenses exceed reserve income (by ≈ \$19,000)
        - \* Asphalt work delayed from 2018 was completed
        - \* Money from all mature CDs at the Schwab account was transferred to the Alliance Reserve Money Market account
    - b) National Bank – Hoamco Access - Roselle
      - i) Access was given to Nicole (Hoamco) so she can get statements and notices to accounts
      - ii) Nicole is also be able to make money transfers, only if approved by the Board. This will insure continuity as Board members change and allows money transfers in a timely manner. Nicole is fully bonded.
    - c) Formalize approval of painting bid for Carports  
More information was needed in March to formalize this. The Board unanimously approved the bid by email on May 13<sup>th</sup>, but a formal motion was presented and passed at this meeting.

**Motion** – Unanimously passed: Board approved the bid from New

Perspectives Painting (Dave Rizzo) to paint 5 carport units (317-320, 389-392, 402-404, 405-408, 409-412) this year.

**Motion** – Unanimously passed: Board approved New Perspectives Painting to paint the remaining carport units at 12 units/year over a 2-year period or spread over a 3-year period, depending on the budget.

- d) Leaks: Units 254 & 253 / 119 & 219 / 120 & 220
  - i) Units 120 & 220 – The toilet ring needed replacement. All is good now. Owners were responsible for repairs.
  - ii) 119 & 219 – Contractors currently are working on unit 219. Tenants are no longer staying in the unit. The owner of unit 219 is responsible for repair work to 219 and 119.
  - iii) 253 & 254 – The refrigerator in unit 254 leaked and caused damage to the wall behind the refrigerator. The owner is responsible for repairing the damage. There wasn't any damage to unit 253.
  - iv) All owners that have water leaks must provide certification to the HOA showing all mold (if any) was properly treated and remediated.
  - v) Fire Suppression Damage (insurance claim) – The insurance companies are working through the claim to assess liability. It's likely that B&W will be held responsible for the damage. However, the Century Security alarm service malfunctioned because an alarm, indicating there was water flowing through the fire suppression pipes, wasn't triggered. The water damage could have been minimized if the alert was triggered because the fire department would have responded sooner and turned off the fire-suppression system.

#### IV. New / Old Business:

- a) Native Plant and Seed – Teresa
  - Costs are higher than anticipated and the Board will review other more cost-effective landscaping options.
  - i) Landscaping in the SW corner opposite building 8 – Snow removed from the parking lot is placed in this corner and therefore it's difficult to have plants growing in that location. However, it's possible to plant trees or other plants around the perimeter to improve the aesthetics of the area. Also, trash will be picked up more frequently in the corners of the property.
- b) South Fence Repair & Paint – An inspection will be completed to determine if any repairs are necessary.
- c) Carport Inspection & Repair – SOS inspected the property and said there were no structural issues that needed repair, contradicting an earlier report they submitted. Ted will have Artisan Welding inspect the carports to confirm.

- d) Soundproofing 2<sup>nd</sup> Story floor – Nancy
- i) Change / Update to the Architectural Rules
- Based on previous discussions, the Board voted to amend the Architectural Rules to include oversight of flooring changes to 2<sup>nd</sup> floor units and remodeling changes to any unit.
  - If an owner already removed carpet in a 2<sup>nd</sup> floor unit and replaced it with a different type of flooring, prior to the adoption of the rules below, they are still obligated to insure that the flooring change does not create additional noise to the occupants in the unit below (disturbing the “peaceful enjoyment” to those occupants). In such cases, violations can be issued to the offending 2<sup>nd</sup> floor unit owners. Owners can work with Ted to find remedies such as adding a large area rug with a substantial pad (rug must be within 1 foot of wall perimeter), add an underlayment to their floor, or other options.

**Motion** – Unanimously passed: Board approved the following addition to the Architectural Rules, effective immediately:

- \* The HOA Architectural committee must approve any flooring changes in 2<sup>nd</sup> floor units.
- \* Any remodeling changes/updates in a unit must be in compliance with the City of Flagstaff permitting process and must also be approved by the HOA Architectural committee.

- e) Projects list update: Discussion
- i) Concrete Repair – Ted will have an inspection completed to identify and prioritize areas that may need concrete repair. Additionally, an inspection of the “Electrical” box covers in sidewalks will be conducted to determine which covers need replacement. Many bollard lights also need plaster to be repaired.
- ii) Asphalt Work – completed; Ted will pay the invoice for the work.
- iii) Mailbox Replacement – completed; Ted will look into why we only have 2 keys per mailbox instead of 3 (as shown in the original bid). The boxes seem to be working well. Some of the doors are slightly difficult to open, but B&W does not think it will cause any long-term issues. The post office is satisfied with the performance of the new boxes.
- iv) Irrigation System Redesign/Repair – Ted will get the irrigation system map from Morning Dew.
- v) Chimney Leak Repair – The repairs were completed at \$600/unit.
- vi) Stair Treads – An inspection will be completed and new stairs will be ordered
- vii) June Gutter Cleanout – Scheduled to take place before monsoons
- viii) Tree Spraying – completed
- ix) Painting (Current) – Ted and Teresa will inspect the completed work on buildings 5 and 7. They will work with David Rizzo to insure the front doors are painted on buildings 5, 7, and 11. David will need to arrange

- times when owners are home because the doors need to open to be painted. Once work is complete, Ted will pay the 2<sup>nd</sup> and final payment.
- x) Investigation of Building 6's high water use – Water use in Building 6 is up again. The City of Flagstaff said there weren't any problems and the plumbers found no leaks. We will provide tablets to owners so they can check for toilet leaks.
  - xi) Remaining Tree trimming work to be done – Will inspect and review Mick's suggestions.
  - xii) Complete Rock work under eaves – Will be inspected to determine needed work
  - xiii) Add Mulch – Postponed discussion because of lack of time
  - xiv) TCR Rooter – we need to locate cleanouts and check/move plants so they can Finish Sewer line inspection & cleanout – Need to locate cleanouts for buildings 2, 4, 5, and 6.
  - xv) Fence installation (N) – Teresa will contact Dave Carpenter from Hope Construction to learn more about his plans for the fence.
  - xvi) 2020 painting projects (buildings, front doors, carports) – Dave Rizzo will inspect buildings and the Board will discuss his report at the August HOA Board meeting (August 8<sup>th</sup>, 2019).
  - xvii) 2020 asphalt work (crack sealing?) – This work is scheduled for next year.
- f) Establish Protocol to Inspect Work Before Invoices are Paid – Ted will walk the property and work with Board members to inspect work.
  - g) Set date for **October Annual Members' meeting – October 19<sup>th</sup>, 2019 at 10:00 am.** Ted will get a venue.
  - h) Parking – The Board discussed options to improve parking conditions such as issuing decals for owners. Some units exceed the number of allowed vehicles, reducing the number of parking spaces. Owners should first park in their carport and/or garage (if they have one).
  - i) Website Updates – The Board will check to make sure the website is updated.
- V. Open Forum – Member opportunity to address the Board – This was conducted after section V above so owners would not have to remain through the entire meeting.
- a) Marie Dunn –
    - i) Dryer Duct Cleaning – The HOA pays Martin to clean the screens as the dryer vent leaves the building, but he does not clean the actual dryer duct/vent. Owners are responsible for cleaning the dryer duct/vent. Wizards offers a discount to owners at Summit Park to clean the vents if owners can get together and schedule cleanings for a few units at the same time.

- ii) Cats – Marie would like to allow cats to roam freely throughout the property. The Board expressed concerns. Marie will determine interest among owners and work with Ted to put together information that could possibly be brought to a membership vote.
- b) Dawn Birdsell – Requested permission to replace carpeting in her 2<sup>nd</sup> floor unit. The underlayment she purchased should provide good sound reduction and was acceptable.
- c) John Benson and Susanne Kovacs –
  - i) Violation explanations – Ted provided clarification regarding the violation process. Sometimes violations are issued to incorrect units. If that happens, owners should contact Ted. Each week, Ted will walk the property to view the condition of the property and investigate violations. Board members or other owners also can raise violation issues with Ted.
  - ii) Other issues – John and Susanne pointed out some work they'd like to see done to improve the appearance of the area near their unit, trash picked up in the NW corner, removal of some aspen in the corner, sapling removed near a bollard, repair of drainage pipe near the parking lot, sidewalk repair, plant barrel is broken and should be replaced, removal of flyers left on units in a timely manner, and language to prevent feeding of animals in common areas. The Board will address these issues.

VI. Meeting adjourned at 7:48 p.m.