

# Summit Park – BOARD OF DIRECTORS MEETING

February 13<sup>th</sup>, 2020

## *Open-Session Minutes*

### **Attendees:**

- HOAMCO – Ted Wojtasik
- HOA Board – Teresa Vail (by phone), Dawn Birdsell, Nancy Hornewer
- Homeowner – Gretchen Burgess (by phone), Jacqueline Vest

- I. Call to Order – Teresa Vail called the meeting to order at 4:00 p.m.
- II. Quorum established. Minutes from the September 19<sup>th</sup>, 2019 board meeting were approved as amended.
- III. Financial Report: December 2019 financials – Nancy

**Motion** – Unanimously passed: End of year 2019 financials were approved.

### Operations

- Approximately 8% of our budget was underspent in 2019
  - Some of this is due to being backlogged and not getting to the work and weather delays
- Snow removal – biggest cost (75% over budget or \$18,708.00); by the end of March 2019 over \$30K was spent on snow plowing
  - Rafael will begin snow plowing and the contract with Right Angle will not be renewed. Hopefully costs will decrease.
  - Martin shovels sidewalks, cleans out dryer vents, etc...
- Cost for water exceeded the 2019 budget by \$4,000
  - Ted said large deviations in utility costs should automatically be flagged
- Building 1 costs include water and solid waste for the entire condo community.

### Reserves – longer term capital-like accounts

- Expiring CDs in Swab account
  - \$55,000 expire (last month)
  - \$5,000 expire (this month)
  - Previous CD rates were 2.2%, 18 months, \$100K
- Plan is to transfer money from expired Schwab CDs to new CDs purchased through HOAMCO
  - Current rates not good

- Nancy will work with Nicole Brown at HOAMCO to purchase new CDs after reviewing expected near-term reserve expenses
- 2023 is the next big anticipated reserve expense

#### IV. HOAMCO Report: Ted Wojtasik – Board Members

- 3 homes changed hands
- 0 architectural submittals
- No landscaping reports
- Martin put out buckets with cinders on stairwells
- Martin/Raphael place ice melt in appropriate areas as well
- Riser closet heaters and thermostats bids are attached to packet
- Sergio (Multiple Builders) – sidewalk repair by building #3, accept bid have done within next two weeks if weather permits
- Sergio and Asario (Asario Masonary) give bids all concrete repair for curbing repairs to be done in Sept 2020. Get these bides closer beginning of March.
- Curb cut at handicap spot– Sergio (Multiple Builders) would prefer to move the handicap space over entirely by one.
  - Teresa would like to see a map
  - Nancy will take picture to view this handicap spot
  - Some discussion to the plan. Teresa and Nancy will look in further to make final decision.
- Report on unit #118
  - Fixed and repaired
  - Ted is waiting on follow up from the homeowner and B&W to determine whether dry wall needed to be repaired.

#### V. New / Old Business:

##### 1. Landscape Contractor for 2020

- Stay with Raphael
  - Still working on rock work
- Morning Dew will get sprinkler system online, set up sprinkler timers, & have all emitters adjusted under the trees
- Scraping /Drenching on Aspens – Tree maintenance:
  - Ask Raphael to scale the trees right now (scrape off the tree) – Teresa will talk to Raphael about this. This is off of Aspen.
  - Ted will ask pest control (Coconino Pest) about the best time to drench the Aspen trees– get this scheduled. Spraying spruce tree (this is weather dependent).
  - Building #8, large tree – big beautiful tree, think it is dead

##### 2. Painting Project Scope 2020

- How to spend the \$ slated for painting? Take a look around and identify painting needs.

- Will assess condition of buildings #1 & 2 which were next on the list to paint.
- Fascia fixed building #1 -> done in Oct 2019.
- Top cap replacement (on patio balcony) is costly -> Gustavo assessed and thought they were not in bad condition
- Will revisit this in March

### 3. Projects list update: Discussion

#### 1. Concrete Repairs for 2020

- Once we decide with Sergio where best place for the handicap cut out, he is ready to execute.

#### 2. Irrigation Emitter Revamp

- Morning Dew task – schedule this (Ted will reach out to them next week)

#### 3. Riser Closet Heaters & Thermostats – bid acceptance

**Motion** – Unanimously passed: Accept Coulter’s bid for to replace riser-closet heaters in buildings 1, 2, and 3, not to exceed \$2,000.

- Ted will talk to Coulter -> confirm that thermostat can be de-coupled from monitoring component with Century Security.
- Ted will talk to Jonathan find out monitoring is included in their bid (\$15/mo per building)

### 4. Website Updates

- Need to upload meeting minutes, financials,
- Not updated board members (no Darryl, no Dawn)
- Nancy will look at website

### 5. Pressure Relief Valves

- Do we need to address the high water pressure?
  - Concern is that if too high it will trip off the Fire suppression system
  - Nancy will learn more, measure buildings, and get a report
  - Do we put pressure relieve valves on a Meter basis rather than individual unit basis? Committee favors meter basis
- B&W -> what do they say about the water pressure. If they go in to measure pressure, then need to identify the time when it is high (like in the afternoon).
  - Ted will contact them tomorrow.

### 6. Cinders Use

Contact Raphael to throw cinders on the parking lot when icy

### 7. Stair Order in the Spring

- Nancy and Teresa will walk around and determine which stair treads need replacement in the spring
- Have Artisan Metal join us to look around and make assessment

#### 8. Ballard Light Base Repairs

- Nancy will go around and count up the lights that need repair.
- By next meeting Nancy will have a map of which ones need repair.
- Then look for a bid.
- Base needs to be re-plastered and painted.
- Ted will check with Martin see which ones replaced
- Ted has new general contractor who might be able to make these repairs.

#### 9. Post-Winter Stair Cleaning

Nancy will do this with just a brush once weather warms up  
Artisan metal works recommend clearing out the stairs of Cinders

#### 10. Garage & Storage Rentals

- CCR 8.10 states garages and storage units must not be rented apart from the condo, but for the betterment of the community. The HOA board has not enforced this.
  - Contact owners and let them know they can advertise to other Condo homeowners garage & storage unit rental opportunities from the Summit Park website
  - Renters must live in Summit Park
- Not getting income for 3 storage units – identify what unit is not generating income
  - Ted will take old list and cross check with receivables to identified who is not paying or not being billed

#### 11. Other

- Scoping the sewers – TCR rooter – tried to locate the sewer lines for buildings 1,2,4,5,6
  - Our sewer lines are PVC, not metal
  - Before pulling out toilets to scope, Rafael will move rocks from under stairway and look for clean out pipes
- Ants in unit #116? Pest control people came out and sprayed.
  - Ted followed up with Hunter and let him know everything was taken care of.
  - Little bit of dry rot on the patio
- Foliage under the stairs by building 3 – Ted says this is common ground so it can be pulled if pest control says it attracts bugs.
  - It is common area so HOA has the right to remove the foliage without owner permission.

- Move foliage away from the building, leave the rest to border the sidewalk (wait for spring to do something about it)
- Gutter by the mailbox – smashed and the wood is dinged (needs repainted)
- Light bulbs – replacement bulbs for building lights seem to be failing after little time. Have Martin purchase LED lights (BR30, 65 watt, soft white)

VI. Open Forum – Member opportunity to address the Board

VII. Meeting adjourned at 6:01 p.m.