

**Summit Park Homeowners Association
Board of Directors Meeting**

Date: September 21, 2017

Location: HOAMCO, 532 Beaver St, Flagstaff, AZ 86001

Attendees:

- HOAMCO – Melanie Lashlee
- HOA Board – Teresa Vail, Pat Carr, Jim Stabler, Nancy Hornewer, and Bob Woodwell (by phone)

- I. Call to Order – The meeting was called to order by President Teresa Vail at 4:00 p.m.
- II. Establish Quorum and Approve Minutes – Quorum was established and minutes from the July 27th, 2017 meeting were approved.
- III. HOAMCO Report – Melanie Lashlee
 - a. Review Financials – Financials were approved.
 - b. HOAMCO Contract 2018 – Contract was approved.
 - c. 2018 Budget – HOAMCO is implementing their budget coding categories for Summit Park. Bob has been working with Melanie on this.
 - d. 2018 Board Meeting Schedule – The meeting schedule for 2018 was established. Meeting dates are scheduled for: 1/18/2018, 4/26/2018, 7/26/2018, and 9/20/2018.
 - e. 2018 Collection Policy – HOA dues are not delinquent unless they remain unpaid for 30 days or more. The Board will not reduce that period to 15 days.
 - f. Annual Meeting – Discussion – Postponed. Statement-of-Interest forms will be mailed out.
 - g. Gutters to be installed – Teresa – The Board approved spending \$15,000 to add gutters above the 3-bedroom units.
 - h. Accounting Services – The Board approved using Hinton Burdick Accounting services for 2017 taxes.
- IV. Old Business/New Business:
 - a. Parking – Review New Documents for distribution – Jim and Teresa are working on getting the documentation together.
 - b. New steps are on order – First of October – A deposit was given for 40 new steps.
 - c. Website to be upgraded – Marianne Cobarrubias, a Summit Park owner, has volunteered to assist Teresa in designing a new Summit Park website.
 - d. Sewer lines to be repaired this month – September – A sewer line for Building 3 was damaged by tree roots and will be repaired this month.
 - e. Inspection of all sewer lines prior to winter – September – To mitigate potential issues, all sewer lines will be inspected.
 - f. Coconino Pest Control – Aspens were sprayed for aphids by Building 2.
 - g. Gutter to be cleaned out – November – Prior to winter, the gutters will be cleaned out again.

- h. Graffiti on Common area wall – Will be discussed at the next meeting.
- i. Other Issues –
 - i. Buildings 5 and 7 will be painted in 2018.
 - ii. The Board will review CC&Rs regarding holiday lighting.

V. Open Forum

VI. Board adjourned at 6:40 p.m.

Respectfully Submitted,

Nancy Hornewer
Vice President