

**Summit Park
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BOARD OF DIRECTORS MEETING

Meeting Date: April 26th, 2018

Meeting Time: 4:00 PM

Location: HOAMCO / Teleconference

Flagstaff, AZ. 86001

Teleconference Line -877-820-7831-Pass Code 7684174#

Attendees:

- HOAMCO – Melanie Lashlee
- HOA Board – Teresa Vail, Gretchen Burgess, Jim Stabler, Roselle Wissler, Dawn Birdsell, Nancy Hornewer
- Homeowners – Randy Wensman

- I. Call to Order – Teresa Vail called the meeting to order at 4:01 p.m.
- II. Quorum established. Minutes from January 18th, 2018 Board meeting and February 21st, 2018 Special Meeting were approved
- III. HOAMCO
 - a. Review Current Financials – Roselle
Costs were exceeded for painting (≈\$8,500), janitorial cleaning (≈\$5,000), insurance (≈\$5,000), and fire suppression (leak; ≈\$2,500); all other budget categories are good.

Snow removal was discussed because the costs seem high. In 2016 snow removal cost approximately \$24,000 and in 2017 the cost was approximately \$29,000. The cost varies depending on snow accumulation amounts and timing. The estimate for snow removal in 2018 should be fine.
 - b. Financial Overview – Roselle
The Board discussed banks and accounts used for operating and reserve funds, and account signatories. The accounts were setup to minimize the potential for embezzlement. Account signatories will be reviewed. If all signatories are out of town, an unexpected fund transfer might be delayed. Funds from the Schwab account will be

discussed at a subsequent meeting.

c. Reserve Contribution – Roselle

The Board had to transfer \$15,000 from National Bank of Arizona to Alliance Bank of Arizona to cover operating expenses. Because of a 2018 budgeting error, it appears that there is \$83,000 in excess operating income. As such, \$6,900 was transferred each month (in 2018) from the operating account to the reserve account. The budget will be corrected.

Motion – A two-part motion, presented by Roselle, was unanimously approved:

- (1) Stop the transfer of \$6,906.83 per month from operating to reserves for the rest of 2018 and
- (2) reverse the transfer of \$6,906.83 for each month in 2018 for which that amount has already been transferred

Discussion:

Reserve account expenditures need to be planned to insure that there's enough cash on hand for expenses. Although the roof replacement was covered by insurance, there are still many ongoing and future projects that need funding (irrigation system, landscaping – granite around gutters, possible stair replacements, deck work, inspection of sewer lines). Some of these projects could be considered large-scale capital improvements. The Board will update the capital reserve study, considering the roof replacements and any new items.

d. Landscape Projects – Teresa

The Board discussed drought conditions and expressed concern that plants may not be getting enough water. The irrigation system may be inadequate to cover the property and existing plants, and repairs may be needed to improve the irrigation system. The irrigation system should be evaluated to address all concerns and issues. Melanie will get some price quotes. The granite work around the buildings will also be evaluated.

Motion – Unanimously passed: Allow Rafael to add spigot handles for outside watering in non-irrigated areas, improve watering and add a few perennials in entry area.

e. Common Area Deck – Define Scope of Repair or Improvement

This may be considered a capital improvement. The deck is sagging near the concrete tables and there is a safety concern near the gas meter (deck comes to a sharp "V" and someone can easily fall off the deck). The safety issue should be addressed ASAP. Melanie will get

bids and ideas on how to address this concern.

f. Set Annual Meeting Date

Saturday, October 27th, 2018 at Continental Country Club

Melanie will reserve the room

IV. Old Business / New Business:

a. Roof Replacement – Buildings 1, 2, and 3 are completed

b. Rotation Painting – Buildings 9, 10, and 11 completed

c. Landscape Rock Replacement – Complete – Teresa

Some rock may have to be moved. Granite placement not yet completed.

d. Crack Seal and Seal Coat – Scheduled after roofing project is completed

e. Annual Backflow Inspection – Completed

f. Update on ratio of owners/rentals in Summit Park – Ongoing

g. Website Updates

Randy requested that content be updated on the website. Include all meeting minutes and budget information. New information should be added.

h. Block Wall Inspected – Reported to be in excellent condition – No repairs needed. Adam Osorio – Osorio Masonry

Board will decide whether to paint graffiti. Teresa has been in contact with the Police and detective in charge of the graffiti case.

V. Open Forum – Member opportunity to address the Board

The City of Flagstaff Planning department must contact the HOA prior to development of the land north of Summit Park.

VI. Meeting adjourned at 5:33 p.m.