

Summit Park – BOARD OF DIRECTORS MEETING

February 7, 2019

Open-Session Minutes

Attendees:

- HOAMCO – Melanie Lashlee
- HOA Board – *By phone*: Teresa Vail, Gretchen Burgess, Roselle Wissler
Present: Nancy Hornewer, Ambika Sharma
- Homeowners – Dawn Birdsell, by phone

- I. Call to Order – Teresa Vail called the meeting to order at 4:05 p.m.
- II. Quorum established. Minutes from September 20th, 2018 Board meeting were approved as amended.
- III. HOAMCO Report: Melanie Lashlee – Board Members
 - a) Review Year End Financials, Approve to Close – Roselle
 - i) Balances:
 - Reserve accounts ≈ \$418,000
 - Operating account ≈ \$134,000
 - b) Reserve Account 2019 and 2018 Income/Expense - Roselle
 - Board has already approved the following work to be completed in 2019 using reserve funds (≈ \$122,000):
 - * Concrete work, if needed
 - * Purchase stair treads,
 - * Landscaping and Irrigation system repairs
 - * Building painting
 - * Carport repairs/painting
 - * Mailbox replacement
 - * Fence repairs, if needed
 - * Parking lot seal coating (work postponed from 2018 because of weather issues; cost included in \$122,000 estimate)
 - Schwab CDs are coming due (12/2018 and 02/2019). Several other CDs will mature over the next 2 years. As they become due, new CDs will be purchased from Alliance Bank after considering reserve expenses. The Board will evaluate new CD purchases in March.

c) Reserve Account Transfer - Roselle

In 2018, \$22,320 that should have gone to the reserve account was instead used to cover operating costs. Assessments were raised in 2019 to cover operating and reserve expenses. Income from 2019 assessments should cover all operating expenses. Therefore \$22,320 will be moved to the reserve account from the operating account.

Motion – Unanimously passed: Transfer \$22,320 from the operating account to the reserve account.

d) Budget 2019/2018 – Roselle

Budget estimates for 2019 seem reasonable when compared to 2018 actual expenses. In 2018, costs were underestimated for water and janitorial services and overestimated for snow removal and fire sprinkler maintenance. The 2019 budget compares well with 2018 actuals.

e) Review list of 2018/2019 Fall Repair Items

- Gutter repair Rain-Bo Gutter – completed in 2018
- Gutter Cleaning – Fall 2018 – completed
- Stair Stringer Welding/Repair – Artisan Metal Works – completed 2018
- Parking lot seal coating
Postponed in 2018 because of weather issues; will be complete in spring
- Sewer inspection – scoping lines
Sewer lines were inspected in 2018 for buildings 1, 3, and 7 - 11.
Note: Because cleanout sewer access points could not be located for buildings 2, 4, 5, and 6, scoping did not take place in 2018. The Board will discuss completion of this work at the next meeting. Also to be discussed is the line servicing building 7 that needs repair.
- Painting buildings 5 and 7
David Rizzo from New Perspective – Board approved estimate of \$22,980 in 2018. Board allocated an additional \$5,000 in the Reserve budget for wood repair. Work will be completed in late spring. Also, Melanie will get a bid from David Rizzo to repair trim on buildings 1 (near unit 204-205) and 2 (near unit 209), and to paint brackets (stabilizing staircase) installed by Artisan Welding.
- Carport structural repairs and painting
Melanie will talk to Jerry from SOS to get more information regarding structural damage. Once damage is repaired, Melanie will talk to David about painting.
- Stair tread replacements
Stair treads will be inspected for replacement and new treads will be ordered in 2019.

- Tree trimming – Mick's Tree Service
Raphael did much of the work in 2018, including tree/shrub trimming near buildings and some dead tree removal. Work remaining will be done in 2019. Still need to determine most effective treatment for Aspen scale removal. Will talk with landscapers so treatment can be applied in spring 2019.
- Complete granite/rockworks project under eaves and add mulch – Raphael did some of this in 2018 by buildings 4 and 5. Teresa will work with Raphael or another landscaper in 2019 to complete the work.
- Concrete repair – Will inspect property for concrete repair needs in spring.
- Building repairs – SOS – Need to get clarification from SOS regarding repairs.
- Irrigation Repairs (lines/valve work) – Morning Dew
Backflow preventers were replaced and insulation was added to the doghouses in 2018. Roselle is working with Chris from Morning Dew for 2019 work.
- Mailbox Replacement and Parcel Box Repositioning
Jerry from SOS has been replacing mailbox doors as needed, but the entire unit needs replacement. Melanie will get bids to replace and install a new unit. Also, Melanie will work with the contractors to determine the best way to distribute new mailbox keys to residents. The Board will review mailbox colors.
- Late Spring 2019 Gutter Cleaning – Rain-Bo Gutters
Melanie will get a bid from Mitchell at Rain-Bo Gutters. This is considered routine maintenance. The gutters should be cleaned prior to monsoons (early/mid June).
- Fence along southern property line will be inspected when weather permits to assess need for repainting or repair.

f) Native Plant and Seed – Landscape Contract – Teresa; (previously approved)
Teresa spoke with Sarah from Native Plant and Seed regarding landscaping at Summit Park. They have a maintenance division and Sarah would oversee the work. Teresa will contact Sarah to discuss beginning work date.

Note: Morning Dew – 2019 Landscape Contract

Morning Dew submitted an estimate for 2019. The costs seem high and they might not be able to provide the more personal type of service needed at Summit Park. Typically they use blowers to clear the sidewalks and they are very noisy. Sweeping is preferred. Therefore the Board decided to contract with Native Plant and Seed.

g) Irrigation System Repair – Morning Dew – Roselle

The existing irrigation system has many leaks and other problems. Morning Dew submitted 3 bids to address system repairs:

- Option 1 - Only repair front island (\$2,517) and leave the rest of the property without irrigation.
- Option 2 – Repair irrigation system, but reduce the number of zones to save on repairs and maintenance (\$9,159). For this option, additional costs of \$1,624 will be needed to repair known leaks.
 - * Additional costs will be incurred if wiring needs to be updated and other repairs are needed. This system requires 2 separate water lines. It is not known if Summit Park has 2 lines. That will be determined when the weather is warmer. The landscapers could be responsible for placing appropriate emitters to each plant.
- Option 3 – Repair irrigation system with existing zones (probably much greater than \$25,000). Because many plants on the property are already established, this probably isn't necessary and could be very costly.

Motion – Unanimously passed: Melanie will move forward with the Morning Dew bid for option 2.

h) AZ Seal Coating – 2019 Contract

Work will be completed in the spring of 2019. It was postponed in 2018 because of weather issues.

Motion – Unanimously passed: Approved seal coating estimate from Arizona Sealcoating & Resurfacing for \$13,000 from the reserve account.

IV. Open Forum – Member opportunity to address the Board

a) Cats being lose in the community – Discussion

A flyer was left by the mailboxes encouraging a rule change that allows cats to freely roam on the property. Pets (cats or dogs) are not allowed to roam freely on the property because they can become a nuisance, and for the safety of the pet and other owners and/or pets. The rules in place follow best practices. As such, Section III of the Community Rules for Residents that discusses rules related to pets at Summit Park will not be changed.

b) Unit 117 – Update on Claim

SOS has completed the work to unit 117. Insurance companies from Century Security and Summit Park are working together for payment. Occupants are responsible for personal property damage/losses.

c) Unit 123/223 – Leak – Update

Jerry from SOS is overseeing the work in these 2 units. Work is moving

forward.

- d) Repairs to interior of units due to building settling – Discussion
Any cracks caused by a building settling is the responsibility of the owner.
- e) Flooring in upstairs Unit – Discussion
There is growing concern that 2nd floor owners are replacing carpeting with flooring that does not have appropriate soundproofing. This affects the peaceful enjoyment of 1st floor occupants. The Board will adopt a policy that outlines soundproofing requirements.
- f) Painting of the front doors
Melanie will talk with David Rizzo to get a cost estimate for painting front doors. Owners must be home when the front doors are painted.

V. Open Forum – Member opportunity to address the Board – None

VI. Meeting adjourned at 6:30 p.m.