

Summit Park – BOARD OF DIRECTORS MEETING

March 21, 2019

Open-Session Minutes

Attendees:

- HOAMCO – Melanie Lashlee
- HOA Board – *By phone*: Teresa Vail, Gretchen Burgess, Roselle Wissler
Present: Nancy Hornewer; Ambika Sharma not present

I. Call to Order – Teresa Vail called the meeting to order at 4:02 p.m.

II. Quorum established. Minutes from February 7th, 2019 Board meeting were approved as amended.

III. HOAMCO Report: Melanie Lashlee – Board Members

a) Income/Expense Review – Roselle

i) Balances as of February:

- Operating accounts ≈ \$116,000
 - * January/February snow removal expenses were ≈ \$15,000
 - * So far we're on track with expenses
- Reserve accounts ≈ \$458,000
 - * The Reserve funds were transferred as previously approved
 - * In March moved \$30,000 from Schwab account CDs (matured) to the Alliance Reserve Money Market account
 - * In 2 years, all the CDs in the Schwab account will have matured. The Board will work with Hoamco to purchase new CDs.
 - * So far we haven't incurred any Reserve expenses for 2019 but will when the weather warms (painting, irrigation system, mailboxes).
 - * Estimate \$144,000 of Reserve account expenses in 2019. It is important to make sure there's enough cash to complete the work. Also, 2019 assessments were not increased as much as the reserve study suggested. Reserve expenses will be approximately \$50,000 greater than the reserve study identified. However some work (parking lot crack seal and seal coating, \$13k) didn't get completed in 2018 because of weather issues and was deferred to 2019.

b) National Bank – Hoamco Access - Roselle

- Will give view-only access to Nicole (Hoamco) so she can get statements and notices to accounts

- Nicole will 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.

Motion – Unanimously passed: Board approves giving Nicole Brown, Hoamco Banking Liaison, full access to the National Bank account

c) Mailbox Replacement

Estimates from SOS and B3 Construction were received. Both use mailboxes from Florence. Bob Harris from B3 just did a large-scale replacement at Pine Canyon and therefore has recent experience with the replacement and working with the Post Office. SOS has experience with smaller jobs, but they've been very busy lately with other work. The mailbox color will be dark bronze (similar to the package boxes).

Motion – Unanimously passed: Board approved the bid from B3 Construction to replace the mailboxes. They will work directly with the Post Office to insure owners get new keys.

d) Morning Dew – Revised Irrigation bid – Discussion – Vote

- i) Approved bid last meeting (not to exceed \$2,000). The revised bid is identical to the original but includes the additional work.

Motion – Unanimously passed: Board approved the revised bid from Morning Dew for \$11,972.06

Nancy will meet with Sarah from Native Plant and Seed to discuss irrigation work.

e) Painting bids for Front Doors / Carports, etc.

- i) Front Doors – It will be expensive to paint all front doors at once. Owners need to be home so that the doors can be painted while open. The work will be completed when buildings get painted. Buildings and front doors to be painted are 5 and 7. Front doors in building 11 also will get painted.
- ii) Carports – All carports are structurally sound per Jerry at SOS. Because the carports are galvanized metal, special primers needs to be used to prevent peeling.
- iii) Stairwells should also get painted this year (new brackets installed by Artisan Welding).

Motion – Unanimously passed: Board will approve carport painting via email once more information is received.

f) Chimney Leak: 10-256 & 11-260 – Discussion – Noah's Ark Roofing

10-256 had a lead on/off for a couple of years. When SOS did the new roofs, they used the existing ice and water shields around the chimneys and didn't

replace the shields. This is standard practice when reroofing. Dale from Noah's Ark said sometimes a nail punctures the flashing when shingles are replaced. He will repair the leaks and said we don't need to pay him until we're confident the leak is fixed.

Teresa expressed concern that the repairs should have been fixed by SOS without cost to the HOA because they did the original work. Melanie said that SOS didn't miss anything when they put new roofs on the buildings because they are not required to replace existing flashing.

Roselle reminded everyone that there are spare shingles in the storage shed.

Motion – Approved by Roselle, Gretchen, Nancy; Opposed by Teresa: Board approved the two bids from Noah's Ark. Melanie will inform Dale.

- g) Fence installation (N) & inspection / etc. - Discussion
 - Melanie will get the fence inspected before the next board meeting on June 13th. David Rizzo can look at the existing fence and evaluate the condition.
 - David Carpenter (building development north of Summit Park) said they will extend the existing block wall, but the timing is unknown. More information is needed to determine whether a new wall will need to be built.
- h) New Development & Widening 4th St. – Additional Impacts on Summit Park
 - i) New Development – David Carpenter from Hope Construction
 - The property has been zoned for manufactured homes for a long time.
 - According to David, the new development will be of nice quality, a high-end village "Mountain Enclave". Six spots will be used for mobile tiny homes. The entrance will be by Soliere and won't be constructed until the widening of 4th street is complete. David intends to keep the trees near the property line with Summit Park. However the property is not zoned for Resource Protection that requires 50% or more trees remain on the property.
 - ii) 4th Street widening – the City already has our property (purchased when the lights were added at Sparrow). The construction should be completed in 2020.

IV. New / Old Business:

- a) Native Plant and Seed – Teresa
 - Teresa will talk with Sarah to determine a start date.
- b) Aspen Treatment - Teresa
 - Teresa will talk with Sarah about scrubbing the scale and treatment suggestions. Rafael did some scrubbing, but not sure of the extent. It's likely that the treatment will require some spraying or systemic injections.
- c) Rainbow Gutters – Confirmed for Spring and Fall Clean out
 - Mitchell will clean the gutters in June (prior to monsoons) and again in late November (prior to snow).

- d) Update on Garage Repairs: Unit 129 (Dave) & 188 (Lency Burns)
Lauren Vickers will repair the garage door panel for 129 that was damaged during snow removal. Dave Rizzo will repair the damage to 188, but the owner will pay for the repairs because she damaged the door.
- e) Soundproofing 2nd Story floor – Nancy
Nancy went to local flooring stores to evaluate soundproofing products. Because flooring manufacturers may have special requirements for underlayment products (that offer sound protection), it was recommended that the HOA use a minimum industry-rating requirement rather than suggest a specific soundproofing product. Bottom line – nothing will work as well as carpet and a good pad. The Board will discuss standards.
- f) Projects list update: Discussion
Melanie will get bids prior to June 13th for the following projects:
 - i) Concrete Repair
 - ii) Stair Treads
 - iii) Remaining Tree work to be done
 - iv) Complete Rock work under eaves
 - v) Add Mulch
 - vi) TCR Rooter (TCR) – Finish Sewer Line Cleanout
We'll need to look for the cleanouts for buildings 2, 4, 5, and 6, and will supervise plant removal (if needed) so the scoping work can continue.

Motion – Unanimously passed: Board approved TCR bid. Teresa will oversee plant removal and relocation so access points are clear. Once completed, TCR can scope the sewer lines for buildings 2, 4, 5, and 6, and complete repairs.

- g) Reimbursement from City for Trash Enclosure Repair – Received
SOS completed the repair (\$894) for dumpster repair
- h) Gift Cards for Martin – Complete
Gift cards to thank Martin and his crew for the excellent job they did keeping stairs/sidewalks cleared during the large winter storm. He thanked the Board.
- i) Labeled Water Turn Off in Riser Rooms – Martin cleaned them out
B&W came out to label water turnoff valves in each riser closet. Martin cleaned out all the riser closets.
- j) Website Updates -
Melanie sent Maryann all the information she has. Nancy will make sure the minutes are sent to Maryann once approved.

V. Open Forum – Member opportunity to address the Board – No members present

VI. Meeting adjourned at 6:27 p.m.