

Summit Park – BOARD OF DIRECTORS MEETING

August 8, 2019

Open-Session Minutes

Attendees:

- HOAMCO – Ted Wojtasik
- HOA Board – Teresa Vail, Gretchen Burgess, Roselle Wissler, Nancy Hornewer, Ambika Sharma
- Homeowner – Dawn Birdsell

I. Call to Order – Teresa Vail called the meeting to order at 4:05 p.m.

II. Quorum established. Minutes from June 13th, 2019 Board meeting were approved as amended.

III. HOAMCO Report: Ted Wojtasik – Board Members

Ted reviewed his management report. Income is under budget by \$470 for the year because of a lack of collection and utility income. Expenses are over budget by \$7,887 mainly due to snow removal expenses. Other categories are looking good. Painting was completed for buildings 5 and 7 and some carports. Carports are structurally sound and fencing looks good.

a) Income/Expense Review – Roselle

i) Balances as of June:

- Operating accounts ≈ \$99,000
 - * Operational expenses exceed operational income (by ≈ \$4,000) and by the end of December it could be in excess of ≈ \$8,000.
 - * Need to review categorization of expenses.
 - * Snow removal is over budget, but everything else is mostly on track. The Board will review snow removal costs and options for the upcoming season.
 - * HOAMCO determined that “working capital” or “capital contributions” (\$5,000 in the 2019 budget) should be considered operating income rather than reserve income, and they made that change. As a result, we will have approximately \$5,000 more income in the operating budget than we had expected, and \$5,000 less in the reserve budget.
- Reserve accounts ≈ \$451,000
 - * Reserve expenses exceed reserve income by ≈ \$6,000.
 - * The Board will work with Dave Rizzo to determine whether two more buildings (1 and 2) will get painted in 2020 or instead work on wood repair and carports. Many top caps on the patios are

warped and in need of repair. Ted will explore options to repair them.

- * Concrete will be assessed for repairs to be completed in 2020.
- * Reserve funds can be used to revamp the irrigation system to adjust the size, number, and location of emitters to provide more appropriate water for the needs of different plants and updated for their growth.
- * The parking lot will have cracks sealed in 2020. Received estimate of \$3,200.
- * The Board will defer discussion of adding a fence on the north side of the property until Hope Construction is ready to begin work on that property.

IV. New / Old Business:

a) Native Plant and Seed – Teresa

Teresa will work with Rafael to plant lilac bushes and aspen on the perimeter of the SW corner of the property.

Motion – Unanimously passed: Teresa will talk with Rafael about planting lilac bushes and aspen in the SW corner of the property, not to exceed \$250 for plants.

b) Soundproofing 2nd Story floor – Nancy

New rules must be added to the Summit Park Rules and Regulations. Information also needs to sent via an email blast and put on the website. Nancy will follow up.

c) Change in Fine Schedule for Short-Term Rentals

Because of recent and persistent violations of the short-term rental requirement, the Board is raising the fines to reflect the seriousness of the violation. Short-term rentals are disruptive to neighbors and the community, and create additional traffic and parking issues.

Motion – Unanimously passed: Amend the compliance schedule to add a specific fine for short-term rentals as follows:

Offense	Violation Fine
1 st	\$250.00
2 nd	\$500.00
3 rd	Violation will be sent to an attorney for legal action. The owner in violation will pay for all attorney fees and other expenses incurred.

d) Landscape Contractor for 2020

Teresa will contact Rafael to find out his availability and determine scope of

work. If Rafael is unable to adjust the irrigation system for appropriate emitters and winterize the system yet this year, Ted will check Morning Dew's availability.

e) Projects list update: Discussion

i) Informational Magnets for Homeowners

Nancy will provide drafts of magnet to the Board for approval.

Motion – Unanimously passed: Nancy will order 250 magnets, not to exceed \$200.

ii) Complete Rock work under eaves

Teresa will review scope-of-work with Rafael

iii) Add Mulch

Pine needles can be taken from areas with thick coverage and moved to bare areas. Teresa will work with Rafael on this.

iv) TCR Rooter – Repair sewer line; finish Sewer line inspection

TCR Rooter will be on the property next week to repair on the damaged line. The HOA needs to locate the cleanouts for several buildings before TCR can inspect those sewer lines. Ted will call Blue Stake to mark the sewer cleanouts .

f) Website Updates

Board members will review the website to make sure all necessary documents are complete.

g) Hiring of Nancy Hornewer for On-Site Duties

Some tasks could include checking dumpsters for inappropriate items (mattresses, remodel debris...), inspect irrigation system for missing emitters or leaks, labeling lights that are out.

Motion – Unanimously passed: The HOA will hire Nancy Hornewer to provide on-site assistance at an hourly rate which the Board will set before the next meeting.

h) Other items

i) Ted mentioned that water usage decreased in building 6. An owner may have noticed that a toilet was running and repaired it.

ii) BBQ grills are not working properly. Ted will contact Troy Baker at Hearth and Home to see if they can inspect the grills and provide an estimate for repairs.

V. Open Forum – Member opportunity to address the Board

a) Dawn Birdsell provided information on the flooring that was recently installed in her unit (previously approved by the Board). Other owners might be interested in the products and the Board could mention it in an upcoming newsletter. Dawn would also like to be on the Board.

Motion – Unanimously passed: Dawn Birdsell is appointed as a Board member.

VI. Other issues

- a) Recycling signs for dumpsters – The Board will look into better signage for trash/recycling for the dumpsters.
- b) Bollards – An inspection will be made to determine how many bollard bases need plaster repair.
- c) Electrical box covers – The Board will purchase 25 new covers.

Motion – Unanimously passed: The Board approves the purchase of electrical box covers, not to exceed \$1,800.

- d) Stair Treads – Teresa will see how many stairs need replacement. There are 3 left in storage and more will need to be ordered. There's \$5,000 allocated for this in the reserve budget. It takes approximately one month for an order to be fulfilled and delivered. Given the logistics of delivery and installation and the weather, it makes sense to wait to place the order next spring or early summer.
- e) Violation Notices – State regulations state that violation letters must include the witness who reported the violation when a property manager isn't on the property full time.

VII. Meeting adjourned at 6:25 p.m.