

Approved: 3/22/18
BWE

**Solana Community Association
Solana Courtyards Homeowners Association
Solana Estate Lots Homeowners Association
Minutes of the January 17, 2018 Combined Board Meeting
And Continued Meeting of January 24, 2018**

Call to Order

The meeting was called to order at 6:02 PM.

Roll Call

Board members present included:

Solana Community Association Board:

Dave Fickes
Bruce Emery
Sandy Massoth

Solana Courtyards HOA Board:

Ellen Levey
Dave Fickes
Bruce Emery
Regina Rose
Sandy Massoth

Solana Estate Lots HOA Board:

Don Owens
Bruce Emery
Joe Pancoast

There being at least three members present for each Board, a quorum was present for the conduct of business for each Association.

Proof of Notice of Meeting

The Secretary noted that adequate notice was issued for the meeting on January 10, 2018, and a list of recipients would be kept with the records of the Associations.

Adoption of Minutes

The Boards considered the draft Minutes of the December 13, 2017 Combined Board meeting of the Solana Community and Courtyard Associations (quorum was not present for the Estate Lots). The Secretary noted an edit for the record based on comments received. After concurrence with the amendment, it was moved and seconded to approve the minutes as amended, which passed unanimously.

Officers' and Committees' Reports

The Community President indicated a report and recommendation from the Clubhouse and Pool Committee would be forthcoming at a future meeting. The Community Landscape Committee indicated they had met and were working towards a

Mission Statement. They indicated they would be convening on Tuesday, January 23, 2018, and were going to be interviewing two professional landscape professionals for suggestions. Sandy Massoth informed the Board that she would not be continuing on the Committee. The Committee agreed to share their Mission Statement with the Board, once completed.

The Secretary indicated that Green Crow would be pursuing the construction of a utility/storage building on property under their ownership, as an alternative to continuing with the storage building rental currently used by Jerry Chappell. The proposal included a structure, 24-feet by 40-feet, with three bays, two garage doors and a man-door. It was Green Crow's intent that the two bays with the garage doors would be available for use by Jerry and the Solana Community Association for equipment and other storage and maintenance purposes. The third bay would be used by Green Crow for local operations support and storage. The Secretary indicated Green Crow was considering the location just north of the community entrance. The project would be developed compatible with community aesthetics, including craftsman-style trim and landscape screening to avoid visual impacts. Some Board members suggested considering other locations that were more centrally-located to improve efficiency for Jerry. The Secretary indicated Green Crow would consider these alternatives and discuss them with the Boards before a final decision is made.

Unfinished Business

The Board considered the proposed 2018 Budget. The Secretary noted that the need existed to budget for the portable storage facility through August 2018, as it was uncertain if the planned storage/utility building would be completed and available before that date. Still, this allows for elimination 7 months of storage rental (\$950) from the Grounds Maintenance/Supplies account. The Secretary indicated that a contractor had evaluated the Clubhouse doors and concluded that the latching system was installed improperly, with the button latch omitted. This resulted in excessive wear and tear and damage to the hardware. He indicated that to replace all damaged parts and install the needed latching would cost \$10,000; however, he also proposed running a threshold piece that would stabilize the bottom of the door. This alternative, along with the needed parts repairs/replacements would only require \$3,000.

The Secretary indicated that an insulation contractor evaluated the insulation in the Clubhouse. It was concluded that the project had been done properly, but that use and activity in the attic portion had rendered much of the blow-in insulation inadequate. An estimate of \$907 was received to provide the additional insulation to address the problem.

The matter of clubhouse security was discussed. The Secretary noted that installation of security lights (sensor-triggered) would cost approximately \$1,050 for parts and installation. If a full camera system was installed, the cost for parts & labor would be \$3,200. The Secretary noted that due to lack of a land line or Wi Fi, some options were not available. It was noted, however, that the Clubhouse already had some type of system already installed, which the Secretary was unaware of. It was suggested, and the Secretary agreed to solicit the help of High Tech Security (Port Angeles) to evaluate the system, consider fire protection, and offer recommendations. It was noted that the problems encountered have been few, and simple security lighting

may be all that is needed to address the issue. It was agreed that the issue would be discussed at the next meeting.

The Secretary noted that a community website could be set up with Doug Pendergraft's assistance for a one-time cost of \$200. The need and purpose of the Website was discussed. It was noted that, at such a low cost, it would be worth trying it out over the coming year. The Secretary noted that Dave's Heating and Cooling would be evaluating the Clubhouse furnace and air circulation design to make recommendations for possible needed improvements. It was also noted that the recommendations of the Community Landscape Committee, once received, may include additional costs under the Grounds Maintenance/Supplies account.

New Business

The Secretary explained that Jerry Chappell had indicated notable difficulty with maintaining the sand traps next to the putting green in the Courtyards. The Secretary further explained that Green Crow would fill the sand trap and re-plant with lawn. While no Board Member's objected, it was noted that, as a community feature, the matter should be brought before the Association for input.

Non-Agenda Discussion Items

The matter of CC&R enforcement was raised. In particular, questions were raised about the delay in some new homes establishing landscaping. The Secretary noted he had been in contact with the owners in question, and that they had encountered difficulty with their landscape contractor showing up as scheduled. They indicated they had recently contracted with a new provider and had provided a tentative schedule for completing the landscaping per plan. The issue of bright lights on a new home were raised. The Secretary indicated he would be following up on that issue as he was unaware of the problem. Lastly, the issue of installing a light bollard at a new home in a timely manner was raised. The Secretary indicated he would review the matter and provide follow-up.

The Secretary noted that the Solana Estates Lots BOD was down to four members, with the resignation of Ardyce Sakimoto. The Board was also experiencing chronic absences from another member. Having expressed a desire to serve on the Board, the Secretary suggested appointing Mary Hartman on the Board until a formal vote of the Association could be conducted. It was moved and seconded to do the same, and the motion passed unanimously.

Concerns were raised regarding moss on the Clubhouse roof and around the chimney. Concern was also raised regarding the chronic use of the guest parking by area residents at Tanoak and Redbud Courts. The parking of a boat on a driveway at Tanoak Court was also mentioned. The Secretary agreed to follow up on these issues.

Adjournment

The meeting was continued at 7:14 PM, until Wednesday, January 24th at 6:00 PM in the Clubhouse

Continued Meeting of January 24, 2018

Call to Order

The meeting was called to order at 6:00 PM.

Roll Call

Board members present included:

Solana Community Association Board:

Dave Fickes
Bruce Emery
Sandy Massoth

Solana Courtyards HOA Board:

Ellen Levey
Dave Fickes
Bruce Emery
Regina Rose
Sandy Massoth

Solana Estate Lots HOA Board:

Joe Pancoast
Bruce Emery
Mary Hartman

There being at least three members present for each Board, a quorum was present for the conduct of business for each Association.

Proof of Notice of Meeting

The Secretary noted that notice was already issued at the prior meeting on January 17th, but courtesy email notice was forwarded to the Association membership on January 18, 2017 for the continued meeting, and a list of recipients would be kept with the records of the Associations.

Reports of Officers

There were no Officer reports

Reports of Committees

The Community Landscape Committee provided an update from their meeting of January 24th. The Committee Chairperson summarized three short-term goals of the Committee intended to maintain the overall look of the Community, including: 1) evaluation of the Solana Sign and community entrance, 2) the steep bank directly in front of the Clubhouse, and 3) the trees lining Solana Parkway. They also wanted to explore a long-term strategy for protecting older infrastructure both on landscaping and general maintenance including buildings. The Board expressed their appreciation for the work of the Committee thus far.

Unfinished Business

The Boards continued their discussion on the Draft 2018 Budget. The Secretary distributed a revised Draft Budget, dated January 24, 2018, noting that the only change from the January 17th Draft was the inclusion of the \$3,000 under Special Assessments for Clubhouse door hardware upgrades. The Secretary indicated that High Tech Electronics would be evaluating the security/fire alarm system/needs of the Clubhouse on January 25th, leaving resolution of any budget determination for that item unresolved.

The Secretary reported on an evaluation by Dave's Heating and Cooling Service of the Clubhouse heating system. The conclusion was that the system was installed properly and is properly maintained. However, it was noted that the two air conditioning units seemed unnecessary and the use of propane heating cost approximately twice as much as conventional heating through a heat pump system. With the ducting for the air conditioning units in place, it was suggested that the air conditioning units could be replaced with two heat pumps for approximately \$9,000. The gas system could be maintained and programmed to run when temperatures reached 32 degrees or less, to assist the heat pumps. It was suggested that such a system could save approximately half (\$1,800) on the Clubhouse heating bill annually. That said, it was recommended that the Board consider this upgrade in 2019 as the special assessments proposed for 2018 already totaled \$5,607.

The Secretary noted that, to date, clear information on security upgrades to the Clubhouse and recommended community landscape upgrades were not known. As such, he suggested that the Board proceed with the budget as proposed, and if future recommendations and Board decisions concerning these remaining two items result in the need for more expenditures in 2018, the Declarant would cover such expenses; provided, the Board would approve them as special assessment line items in the 2019 budget cycle for reimbursement. It was moved and seconded to approve the 2018 budget as proposed by the Secretary, including the caveat regarding the reimbursement to Declarant in 2019 as described above. The motion passed unanimously.

New Business

The Board considered the date for the Annual Meeting. The Secretary recommended that the meeting be held on Wednesday, February 21, 2018 in order to allow sufficient time to provide notice. The suggestion was formed in a motion, was seconded and passed unanimously.

The question was raised whether there were controls on the number of rentals available in Solana. The Secretary noted that the CC&Rs provided controls on the duration of rentals (no less than 6-month leases), and required information intended to ensure compliance with covenants, rules and regulations of Solana.

It was noted that several pavers in the front of 30 redbud Ct were beginning to sink, resulting in a tripping hazard. The Secretary noted he would have it looked at and a course of action determined. It was also suggested that some kind of warning tape be placed at the site to alert pedestrians to the hazard.

It was suggested that the Board consider succession planning for Jerry. Specifically, Jerry is known to provide a wide ranges of services to Solana. To

outsource these tasks would come at a considerable increase in costs. One suggestion was to see about incorporating a replacement who could function as an apprentice. It was agreed that the Board would consider this matter in near-future discussions.

Adjournment

The meeting was adjourned at 7:26 PM.

Respectfully Submitted,



Bruce Emery, Solana Secretary