

Approved: 4/2/2019

**Solana Community Association  
Solana Courtyards Homeowners Association  
Solana Estate Lots Homeowners Association  
Minutes of the February 20, 2019 Combined Board Meeting**

**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  
Joe Pancoast

Solana Courtyards HOA Board:

Dave Fickes  
Bruce Emery  
Regina Rose  
Sandy Massoth

Solana Estate Lots HOA Board:

Bruce Emery  
Joe Pancoast  
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 adequate notice was issued for the meeting on February 15, 2019 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 February 6, 2019 Combined Board meeting. After consideration, it was moved and seconded to approve the minutes as submitted, which passed unanimously.

**Officers' and Committees' Reports**

The Secretary provided follow-up on issues raised at the February 6<sup>th</sup> meeting: The entrance doors to the Clubhouse were evaluated and it was determined the gears to the outdoor handle were stripped. Repairs should be made in the coming week. The catwalk has been installed on the left side of the Clubhouse house attic along with insulation. More insulation will be placed on the right side in the coming week,

completing the project. It was determined that 20 yards of bark mulch would be required to refresh the flower beds in the Courtyard commons. This cost has been included in the Draft Budget. The Secretary noted that CC&Rs and Bylaws had been forwarded to the new owners of Lot 307 (corner lot that is currently undeveloped) on Tanoak Court. No further contact has been made.

The Secretary stated that furnishing the weight equipment for the exercise room, requested by a Member and discussed at the February 6<sup>th</sup> meeting, would cost approximately \$425 for 'reasonable quality' equipment. The Community Board considered that all equipment provided in the exercise room had been donated over time, and concern was expressed for assuming that responsibility, particularly given the high budget numbers being considered for 2019. It was the consensus of the Board that furnishing the weight equipment would not be included in the 2019 Budget.

The Community President provided a report on alternatives for providing phone service to the Clubhouse, which, at a minimum, is a requirement under state law for use of the pool for emergency purposes. Options include:

- Establish a land line. This would have connection costs and run about \$30 per month;
- Use a cell. With no plan, we could call 911, but emergency responders would not be able to call back. Security of the phone itself and keeping it charged would also be a problem. Using a plan would make it more usable, but much more expensive;
- Use TING. This would use a third-party provider at a nominal cost (\$6/mo.), with additional costs based on usage. It would also require a cell phone, which suffers from security problems and need for charging.
- VOIP Service. This requires initial hardware (phone, modem, router, etc.), and would cost about \$40/mo. But this service would also provide internet access and would enable meetings to include teleconferencing to owners away from home.

After discussion of the alternatives, it was the consensus of the Board that the VOIP option would be pursued for the Clubhouse.

### **Unfinished Business**

The Boards continued discussion on the proposed 2019 Budget. The Secretary indicated the current Draft, dated 2/20/19, included changes discussed at the February 6<sup>th</sup> meeting, and changes discussed between the Community Treasurer and Secretary prior to the current meeting. All changes were discussed by the attending members of the Boards for their concurrence. The Secretary provided detail on specific changes, including: inclusion of costs for the storage shed, final billing for the sign renovation, and reduction in costs for tax preparation and Courtyards gas facility charges.

The Secretary reported on inquiries with snow removal providers. He indicated that some companies do provide a means for establishing priority customers, but given the extent of the recent snow events, only those that met emergency status (hospitals, public facilities) received immediate service. One provider also does brush-mowing,

which might provide an avenue for obtaining priority status as a preferred customer. The Secretary indicated he would continue to research securing priority status, and related costs, for consideration by the Boards.

The Secretary noted that the pool cover had apparently sustained damage during the snow event. He was in contact with a company that specializes in pool covers and would be providing photos of the damage for evaluation. It was requested that the Secretary use the evaluation of the pool cover as an opportunity to have the mechanical works of the pool and spa evaluated as well, including the possibility of using solar heating to supplement energy use. The cost of heating the pool also triggered discussion of the high costs of fuel imposed by Ferrell Gas. It was noted that the binding agreement between FG and Solana would conclude in about 2 ½ years, and could include costs for taking over ownership of the buried infrastructure. It was agreed that this item should be considered by the Boards in near-future meetings.

Refreshing the beauty bark in the Courtyards was discussed. It was recognized that the 20-yards required for refreshing the planting beds in the originally-established Courtyards was appropriate for inclusion in the budget. It was also recognized that the volume of mulch used at Pear Court, and planned for Snowbell Court, while defraying costs associated with lawn maintenance, would require a notable periodic cost (average of once every five years) for refreshing the mulch. Given that this cost would periodically reoccur, it was suggested that it should be included in the Reserve Budget for the Courtyards, which will be updated in 2020.

The need for more regular mowing of common lawn areas in the Estate Lots was expressed, as was the need for increased maintenance of vacant lots. The Secretary indicated the Declarant would provide an alternative for Estate Lots Owners to participate on having their lots maintained by the Declarant (or an outsourced provider) for a share of the cost, or to handle the responsibility on their own. It was also noted that the slope between Hawthorn Court and Solana Parkway should be mowed more than once per year.

Following discussion, it was moved and seconded to approve the Draft Budget, dated February 20, 2019, as submitted. The motion passed unanimously.

The Board considered the draft Rules for Use and Conduct of the Solana Clubhouse and Pool Facilities (dated November 21, 2018). Joe Pancoast indicated he would provide Doug Pendergraft the indemnification language provided in the Rules document for including in any agreement form for reservation of the Clubhouse facility for group events. After discussion, it was moved and seconded to approve the November 21, 2018 draft of the document as presented, which passed with unanimous support of the Community Board.

Although not included as an Agenda item, the Board reconsidered establishing a date for the 2019 Annual Meeting. The Secretary indicated that the Date of March 13<sup>th</sup> would provide sufficient time to provide adequate notice and still have the Budget ratified prior to 2<sup>nd</sup> quarter assessments going out. It was moved and seconded to set Wednesday, March 13, 2019 at 6:00 PM as the date and time for the 2019 Annual Meeting. The motion passed unanimously.

## **New Business**

There was no new business to discuss.

## **Non-Agenda Discussion Items**

The Secretary read an email from an owner which: requested that the Board consider having the spa heated and available for use year round, and expressing the need for hiring snow removal services. The latter issue had already been dealt with in earlier discussion. Concern was expressed that leaving the spa open year round would significantly increase heating costs and the need for more intensive maintenance. It was noted that, if more support was expressed by a significant number of Members, the cost may be justifiable. But given these factors, and the fact that the current Budget was also substantially more expensive than previous budgets, taking on the additional costs was not supported by consensus of the Community Board Members.

The Secretary noted that there was a sufficient number of new candidates to fill vacancies on the Estate Lots and Community Boards, but that there appeared to be a lack of nominees for the Courtyards Board. The Secretary was reminded of Ross Richards' (30 Tanoak) interest in serving. The Secretary indicated he would include recruiting in the notice packet for the Annual Meeting. It was requested also that the email list for the Associations be updated.

## **Adjournment**

The meeting was adjourned at 7:20 PM.

Respectfully Submitted,



Bruce Emery, Solana Secretary