

Approved: 2/4/2020

**Solana Community Association
Solana Courtyards Homeowners Association
Solana Estate Lots Homeowners Association
Minutes of the January 21, 2020 Combined Board Meeting**

Call to Order

The meeting was called to order at 6:01 PM.

Roll Call

Board members present included:

Solana Community Association Board:

Bruce Emery
Joe Pancoast
Mary Hartman

Solana Courtyards HOA Board:

Bruce Emery
Bruce Fryxell

Solana Estate Lots HOA Board:

Joe Pancoast
Mary Hartman
Bruce Emery

There being at least three present for the Community Board and the Estate Lots Board, a quorum was present for the conduct of business for these two Association Boards. There being less than three present for the Courtyards Board, a quorum was not present, and no business was conducted concerning the Courtyards HOA.

Proof of Notice of Meeting

The Secretary noted that adequate notice was issued for the meeting on January 16, 2020 and a list of recipients would be kept with the records of the Associations.

Adoption of Minutes

The Community Association Board considered the Draft Minutes of the August 29, 2019 Community Board meeting. After consideration, it was moved and seconded to approve the minutes as submitted, which passed unanimously. Although on the Agenda, the Draft Minutes of the April 2, 2019 Combined Board meeting and the June 21, 2018 Courtyards Board meeting, were not considered due to a lack of quorum.

Officers' and Committees' Reports

The Community Treasurer reported that there were currently two Estate Lots owners and three Courtyards owners who were late (3 weeks) in making their 1st quarter assessment payments. Notices have been sent.

Unfinished Business

There was no unfinished business to discuss

New Business

Review of the Updated Reserve Study and recommended 2020 Reserve Budget. The Secretary provided a summary of the changes in the 2019 Reserve Study Update compared to the 2016 Reserve Study. It was noted there continues to be differences of opinion on estimated costs for some items. Pond maintenance and future replacement of the new Clubhouse HVAC units have been included in the revised study. These new items plus adjustment in cost estimates to existing items require an increase in the quarterly reserve assessment of \$13.99 per lot. It was suggested that the new light posts in the new Courts be included on their own line item, based on start date. It was suggested that a line item be included in the Reserve Budget for the three-year reserve study update. Concern was expressed about the discrepancies between the modelling provided in the Reserve Study and the modelling provided in the proposed Reserve Budget. Some explanations were discussed. The Associations' Treasurers agreed to meet with the Secretary to resolve the issues and formulate a recommendation.

Review of the 2019 Reconciliation Report. The Secretary provided a summary of the 2019 Reconciliation Report. He explained the report did not represent a balance sheet or P&L, but explained the various considerations for evaluating the 2019 costs against the 2019 Budget, including costs borne by the Associations and by the Declarant. In summary, the report concluded that spending exceeded the Budget by \$2,645 (2.7%). The Report helps to form the basis for the coming year's budget.

Review of the Draft 2020 Operations Budget. The Secretary provided a summary of notable elements of the proposed budget, including: supplemental landscape labor costs in the Courtyards, consideration of special projects to be completed in 2020, funding recommendations for special projects, and other projects the Board may consider for completion in 2020—and their impact on assessments. As proposed, Courtyard dues would increase \$37.92 per lot/per quarter. Estate Lots dues would go down by \$0.90. It was suggested that snow removal be included as a separate line item under 'Common Maintenance.' The Community Treasurer felt that the estimate for Gas might be too high and wanted an opportunity to research and recommend a revised number. It was noted that landscape maintenance was not being completed as expected. One suggestion included expanding Sean's Lawn Care Service to help supplement Jerry's work. This option would prove expensive. It was noted that the estimate for the pool works project failed to include the installment of an expanded fence and electrical service for the new pool heat pumps (not included in the project bid). It was also noted that it did not include the chlorine generator or pool filters, which were repaired in 2019. Changes would be made to the draft Budget and Reserve Budget to reflect these facts.

Election of Members to the Boards of Directors. The Secretary noted that there were currently two vacancies, one on the Estate Lots and the other on the Courtyards. It was also noted that one Courtyard term and one Community term were expiring. The Board was encouraged to seek nominees to fill these openings. It was noted that Mark Pekar had expressed interest in serving.

Discussion on date for the 2020 Annual Meeting. The Secretary noted that, in order for the Board to meet the 30-day notice requirement required by the CC&Rs for new budgets, a budget would have to be approved no later than March 2, 2020. Once approved, a date for the Annual Meeting could be set.

Non-Agenda Discussion Items

The Secretary read allowed an email submitted by a member. The email described the member encountering very dirty conditions with the stove, microwave, and other features within the kitchen and Clubhouse area prior to using the facility for a family event. The Board discussed a range of options, such as requiring a deposit prior to use, charging a cleaning fee for use, and conducting a walk-through before and after a reserved event. There was general consensus that the latter would be preferred as the charging of funds or deposits were viewed as unnecessary complications to the process.

A member raised concern over the use of the spill-over parking area by RV owners unrelated to any Solana owners. Referring to an incident that had occurred earlier, the Member reported they had contacted the police which resolved the matter. It was agreed that was the appropriate action.

Adjournment

The meeting was adjourned at 8:25 PM.

Respectfully Submitted,



Bruce Emery, Solana Secretary