

Approved: 2/11/2020

**Solana Community Association
Solana Courtyards Homeowners Association
Solana Estate Lots Homeowners Association
Minutes of the April 2, 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
Joe Pancoast
Mary Hartman
Ross Richards

Solana Courtyards HOA Board:

Dave Fickes
Bruce Emery
Ross Richards
Sandy Massoth
Bruce Fryxell

Solana Estate Lots HOA Board:

Joe Pancoast
Mary Hartman
Bruce Emery
Dusk Kurtz
Pete Gravelle

There being full attendance 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 March 26, 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 20, 2019 Combined Board meeting. After consideration, it was moved and seconded to approve the minutes as submitted, which passed unanimously.

Officers' and Committees' Reports

There were no officer or committee reports.

Unfinished Business

There was no unfinished business to discuss

New Business

Combined Boards

1. The Boards reviewed responsibilities of Officers as described in Article 4, Solana Community Bylaws (identical to Courtyards and Estate Lots Bylaws). There were no questions concerning officer duties.

2. The Boards conducted elections of Officers to the Boards for 2019. It was moved and seconded to elect Officers to the Solana Community Association Board as follows:

- Dave Fickes, President
- Mary Hartman, Vice President
- Joe Pancoast, Treasurer
- Bruce Emery, Secretary, and
- Ross Richards, At-Large

The motion passed unanimously by the Community Association Board.

It was moved and seconded to elect Officers to the Solana Courtyards Association Board as follows:

- Dave Fickes, President
- Ross Richards, Vice President
- Bruce Fryxell, Treasurer
- Bruce Emery, Secretary, and
- Sandy Massoth, At-Large

The motion passed unanimously by the Courtyards Association Board.

It was moved and seconded to elect Officers to the Solana Estate Lots Association Board as follows:

- Dusk Kurtz, President
- Mary Hartman, Vice President
- Joe Pancoast, Treasurer
- Bruce Emery, Secretary, and
- Pete Gravelle, At-Large

The motion passed unanimously by the Estate Lots Association Board.

3. The Boards considered the sun-setting of the Ferrell Gas Agreement. The Secretary noted the Agreement had a duration of 15 years, to expire on March 22, 2021. While the in-ground equipment was to be made available for purchase by the

Solana Courtyards after Agreement expiration, it was noted the Courtyards were not obligated to purchase the equipment. Concerns were expressed whether there were any environmental concerns for leaving the equipment in the ground, or related to its removal. Other issues/concerns expressed included: seeking in writing the denial of service for expanding the current facility service area (three Courtyards); what the expected lifespan of the tanks and equipment are; prospect of forming a continuance of the service contract, including facility maintenance, beyond the 2021 expiration; and what Ferrell Gas' take is on post-agreement obligations, responsibilities and continued service. It was agreed that Ross Richards, Dusk Kurtz, Sandy Massoth and Bruce Fryxell would form a committee to investigate answers and recommendations for how the Courtyards and, to the extent impacted, the Community Association will proceed. It was specifically agreed that the Committee would appoint one person who is a Board member of the Courtyards Board, to be the primary contact with any communications with Ferrell Gas. The Committee would be advisory to the Courtyards Board and Community Board, and would inform the Boards prior to contact with Ferrell Gas or any other actions of consequence.

4. The Boards considered preparation for future snow removal needs. The Secretary reported on Rainbow Sweeps' policy regarding 1", 2-4" and 5-6" priority customers. He also indicated that Bob's Tractor Service may be willing to provide more reliable priority service, given Green Crow's working relationship with the owner. It was requested that the Secretary find out more about what Equipment Bob's Tractor Service has—particularly to address snow removal in courtyard areas with brick road inlay.

Community Board

5. The Community Board considered draft signs for notifying users of the Clubhouse and Pool Facilities of applicable use rules. The Secretary had provided draft language based on the Solana Clubhouse and Pool Rules, adopted by the Board on February 20, 2019. It was noted that the lettering for the Pool facilities signage must be 3/8ths of an inch minimum according to State law. It was moved and seconded to direct the Secretary to have the signs made and installed, which passed unanimously.

6. The Board reconsidered the next steps in the process of planning for, and executing the removal and replacement of the street trees along lower-Solana Parkway. The Secretary provided brief background on the Landscape Committee's recommendation, the community survey, and the need to solicit outside help in formulating a design for the replacement of the street trees. Concern was expressed that community infrastructure should be well diagrammed so that any plan designs could consider careful placement with respect to power lines, water, etc. It was the general consensus that Gordon Clark was not necessarily needed for preparing the landscape design. ONA Landscaping was suggested as one vendor who could provide a conceptual design and do the installation. It was agreed that the Secretary would seek a qualified landscaper to prepare a conceptual design that considers not only the road segment, but the over-all community landscape character.

7. The Board sought the status of the heat pumps installation for the Clubhouse. The Secretary noted that the project would probably be scheduled for May or June of 2019.

8. The Board sought an update on the status of the Reserve update. The Secretary noted that the project would likely be scheduled for June, 2019.

9. The Board sought an update on the status of the repair of the Clubhouse entrance doors. The Secretary noted that the repairs had already been completed. Dusk Kurtz indicated he would be providing additional maintenance on the outside latch mechanism to facilitate smoother function.

10. The Board considered insurance coverage for Employer Liability. Joe Pancoast reported that, upon his investigation, it became evident that adequate coverage existed with Solana's contribution to State L&I taxes. No further coverage is needed in this regard.

11. The Board considered the impact of grit on the road surface and Solana stormwater system from road sanding that occurred during the February snow event. Fortunately, the City of Sequim responded to requests and had provided vacuum sweeping on April 1st, alleviating the problem.

12. The Board considered the formation of a committee to investigate options for the renovation of the Pool facility heating, pump and filter infrastructure. Specifically, it was suggested that the following be considered: replacement of the "Franken-heater (assembly of different heating components from different makers);" re-plumbing of pumps to reduce cost, including variable timers; supplemental solar heating to increase system efficiency; and thermal coverings for the spa pool. It was noted that concern had been expressed that such work should not compete financially with other priority items, such as the street tree replacement project. In this regard, it was the consensus of the Board that obtaining information on the pool infrastructure could still be pursued, and then changes would be budgeted as priorities dictate. It was moved and seconded to appoint Joe Pancoast and Bruce Fryxell to the Committee, which passed unanimously. Pete Gravelle also agreed to serve on the committee after the motion.

Courtyards Board

13. The Secretary noted that the street sign for Hawthorne Court had been installed.

14. The Board considered plant replacement of older plants within the Courtyards that have outgrown their appeal and luster. It was suggested that the older dead plants be remove and/or thinned, and that replacements be made after discussing viable alternatives with the landscaper consulted for the street scape project.

15. The Board considered screening of above-ground propane tanks. The Secretary noted that the issue had not been addressed by Green Crow due to communication errors, but reiterated that adequate fencing would be provided to screen the outside facilities.

16. The Secretary also noted that the poor grass establishment at 10 Hawthorn Ct. was due to a damaged irrigation line that wasn't fixed until after the sidewalk at Overland Street had been completed. This allowed the planting to fail due to poor watering. The lawn has since been re-seeded and fertilized, and would be monitored in the coming weeks. Establishment would be expected once irrigation is turned on in mid-April.

Non-Agenda Discussion Items

It was agreed that a meeting of the Estate Lots Board of Directors would be scheduled for Wednesday, April 17, 2019 to resume discussion on Agenda items not covered during the April 2nd meeting.

Adjournment

The meeting was adjourned at 8:06 PM.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Bruce W. Emery".

Bruce Emery, Solana Secretary