

Approved: 4/8/2020

**Solana Community Association
Solana Courtyards Homeowners Association
Solana Estate Lots Homeowners Association
Minutes of the February 4, 2020 Combined Board Meeting
Continued Meeting February 11, 2020**

Call to Order

The meeting was called to order at 6:00 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
Pete Gravelle

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 30, 2020 and a list of recipients would be kept with the records of the Associations.

Adoption of Minutes

The Community and Estate Lots Boards considered the Draft Minutes of the January 21, 2020 combined Board meeting (the Courtyards did not have a quorum and therefore it did not require their action). 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 Secretary noted that the Treasurers and the Secretary met on January 28, 2020 to discuss discrepancies between the Reserve Study provided by Association

Reserves and the Draft Reserve Budget. Concerns were resolved and the group agreed to propose a new inflationary index method to the Boards at the next meeting. The Community Treasurer reported that there were currently two Courtyard owners who were delinquent on their dues. Notices have gone out. It was discovered that one Estates owner, who was previously considered delinquent, was due to an error in the address maintained by the Association. The problem has since been corrected.

Unfinished Business

Review of Draft 2020 Reserve Budget. The Secretary summarized changes to the Draft reserve Budget since the prior meeting, including a few line items and costs changes, and a revised inflationary index of 2.9%. The Secretary provided a two-page report on the rationale for changing the index, including use of the BLS's CPI-U Index for Seattle-Tacoma-Bellevue, and calculating a three-year average of the index, to be updated annually. The attending Board members concurred with the methodology. Questions were raised regarding projected costs for roof replacement for the Clubhouse. The Secretary agreed to look into it.

Review of Draft 2020 Operations Budget and Planned Assessments. The Secretary summarized changes to the Draft Budget since the prior meeting. Included were two alternatives: original alternative that included upgrading the pool works, and Alternative B which included the pool works upgrades and pool resurfacing. To maintain affordability, Alternative B included a three-year reserve reimbursement strategy to reduce spikes in projected assessments. The attending Board members expressed preference for Alternative B. The Secretary also noted last-minute changes that included an anticipated reduction on Gas costs to the Clubhouse and increase costs for snow plowing. Because the City has routinely been the first to show and plow Solana Parkway and Tamerlane Loop, the Secretary agreed to recalculate the allocation of the snow plowing cost item.

Discussion on Election of Members to the Board of Directors. Joe Pancoast indicated he would agree to a nomination to another term on the Community Association Board. Mary Hartman agreed to a nomination for another term on the Estate Lots Board. With these nominations confirmed, there remains one vacancy on the Courtyards Board and one on the Estate Lots Board for which nominations are needed. Attending members were encouraged to check with neighbors and other residents to recruit nominees.

Discussion on date for the 2020 Annual Meeting. It was noted the meeting could not be scheduled until a final decision was made by the Board on the Budget. With Bruce Fryxell having a planned absence from next week's meeting, it was suggested that proxy ballots be created so that a quorum could be ensured.

New Business

There was no new business.

Non-Agenda Discussion Items

Issues have been encountered by some members finding the front door of the Clubhouse locked but not securely latched. Concern was expressed by the confusion created by the website "Solana Sequim" and the official Community website "SolanaAssociations@wordpress.com." It was noted the former was set up by Windermere Real Estate as a marketing website for real estate sales. It was suggested that Jerry test each sprinkler head at the beginning of the season to make sure they are functioning properly.

Adjournment

The meeting was closed at 7:07 PM, and adjourned until February 11, 2020 at 6:00 PM.

Continued Meeting of the Solana Combined Boards of Directors February 11, 2020

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
Ross Richards
Bruce Emery
Bruce Fryxell (by Proxy)

Solana Estate Lots HOA Board:

Joe Pancoast
Mary Hartman
Bruce Emery
Pete Gravelle

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

Proof of Notice of Meeting

The Secretary noted that adequate notice of the continued meeting was provided at the February 4th meeting, and a courtesy notice was emailed to the Membership.

Adoption of Minutes

The Boards considered the Draft Minutes of the April 2, 2019 combined Board meeting. After consideration, it was moved and seconded to approve the minutes as submitted, which passed unanimously. The Courtyards Board considered the draft Minutes of the June 21, 2018 Courtyards Board meeting. The Secretary noted that the minutes had not been dealt with in a timely manner and a quorum of the Board members who had participated in the meeting was no longer possible (only two attending members remain on the Board). Therefore, it was the concurrence of the Board that, although no inaccuracies or omissions were identified, the minutes could not be approved by the current Board membership.

Officers' and Committees' Reports

Ross Richards gave a report on discussions with Ferrellgas Company, noting that they were interested in discussing the renewal of the service contract with Solana. He was assured the current tanks have a life span of 25 to 30 years. The Board Members commented on issues that should be resolved in any future agreement, including: defining how the rate is calculated, sorting out usage between gallons and cubic feet, and the maintenance and facility replacement obligations of Ferrellgas. Mr. Richards noted that of the original committee, he was the only member remaining. Mr. Richards was thanked for his work on the project.

Joe Pancoast reported that gas usage at the Clubhouse had significantly been reduced. Specifically, he noted that Clubhouse gas costs in January, 2019 was \$698.16, and in January, 2020 was only \$68.32 (difference of \$629.84). At that same time, electrical usage had increased by approximately only \$120, resulting in a monthly savings of just over \$500, attributed to switching from gas to electric heat pumps.

Unfinished Business

Review of Draft 2020 Reserve Budget. The Secretary noted the only change from the February 4th meeting was the increasing of the estimate for roof replacement from \$16,000 to \$18,000. For review, it was noted the new proposal included a line item for maintaining the stormwater pond, changes in several cost estimates, and a revised inflationary index based on a three-year average of the BLS's CPI-U Index for Seattle-Tacoma-Bellevue. It was noted that bid estimates would be obtained throughout the year to "proof" the estimates included in the Reserve Budget to improve accuracy. Following discussion, it was moved and seconded to approve the Reserve Budget as presented, which passed unanimously.

Review of Draft 2020 Operations Budget and Planned Assessments. The Secretary explained the reallocation of costs for snow plowing based on the fact that the City generally plows Solana Parkway to Tamerlane Loop, and Tamerlane Loop. The Secretary also explained the planned repayment schedule for the special projects

planned for 2020, including the pool renovations and reimbursement for the street tree project, completed in fall, 2019. It was explained how the funds present in the reserve would be adequate to complete the projects when they become due. Joe Pancoast reiterated the necessity of completing the pool renovations, particularly changing the drains, in order for the pool to legally be open to the Membership. Concern was expressed about whether the street maintenance components of the Reserve were adequate to cover replacement costs of the brick inlays in three of the Courtyards courts. It was noted that the Reserve Study addressed that issue—recommending that it was a matter of ongoing maintenance and not specifically requiring, or even appropriate, as a reserve line item. This approach could be changed if so decided by the Courtyards Board. The projected increases in the quarterly assessments were noted in the proposed Budget. After discussion, it was moved and seconded to adopt the proposed 2020 Budget as presented, which passed unanimously.

Discussion on Election of Members to the Board of Directors. It was noted that Joe Pancoast had agreed to nomination for another term on the Community Association Board, and that Mary Hartman had agreed to nomination for another term on the Estate Lots Board. It was also noted that Mark Pekar had expressed interest in serving on the Estate Lots Board. The only position still needing a nominee was on the Courtyards Board. The Secretary agreed to include recruitment discussion in the report that will go out to the membership along with the notice of the Annual Meeting.

Discussion on date for the 2020 Annual Meeting. The Secretary noted that notice of the Annual Meeting had to be sent no later than 14-days from the meeting, and that about five business days were needed to assemble the notice and meeting packet. It was suggested that the Annual Meeting occur on Tuesday, March 3, 2020 at 6:00 PM. The suggestion was phrased in a motion, was seconded, and passed unanimously.

New Business

There was no new business.

Non-Agenda Discussion Items

Joe Pancoast noted that coyotes had been spotted within Solana and that pet owners should be advised to keep their pets safe. Ross Richards expressed concern over the surveying work that was being done on Lot 40 at Tanoak Court. The Secretary noted that once a complete application was received by the ACC, it would be routed to the Courtyard Membership for review and comment.

Adjournment

The meeting was closed at 7:26 PM.

Respectfully Submitted,



Bruce Emery, Solana Secretary