

Approved: 6/25/20

**Solana Community Association
Solana Courtyards Homeowners Association
Solana Estate Lots Homeowners Association
Minutes of the June 4, 2020 Combined Board Meeting (Continued June 11, 2020)
Conducted online via Zoom App**

Call to Order

The meeting was called to order at 10:00 AM.

Roll Call

Board members present included:

Solana Community Association Board:

Sherry Hansen
Bruce Emery
Joe Pancoast
Mary Hartman
Ross Richards

Solana Courtyards HOA Board:

Ross Richards
Bruce Emery
Bruce Fryxell
Sherry Hansen

Solana Estate Lots HOA Board:

Joe Pancoast
Mary Hartman
Bruce Emery
Pete Gravelle
Mark Pekar

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

Proof of Notice of Meeting

The Secretary noted that adequate notice was issued for the meeting on June 1, 2020 and a list of recipients would be kept with the records of the Associations.

Adoption of Minutes

The combined Boards considered the Draft Minutes of the April 8, 2020 combined Board meeting. The Secretary noted a change at the bottom of page 3 (changing "on Lots 15 and 15" to "on Lots 14 and 15"). Another error was noted at the second to last paragraph (changing "Lot 301" to "Lot 307"). After consideration, it was moved and seconded to approve the minutes as amended, which passed unanimously.

Officers' and Committees' Reports

The Secretary reported on the search for a replacement for the Solana Grounds Keeper. He indicated having met with five separate landscape maintenance companies, resulting in one bid for the amount of \$106,306, annually. The Secretary noted having obtained costs for likely equipment acquisitions should the Boards choose to hire the position in-house. It was noted that a Courtyard owner with some experience in pool maintenance was consulted and had offered to maintain the pool, including pool chemistry and documentation for a fee of \$10 per day. A bid had been obtained for the cleaning of the Clubhouse at \$240 per cleaning with windows costing \$500. The Secretary recommended the Boards consider hiring for the in-house position coupled with outsourced supplemental landscaping similar to the current arrangement. It was noted that the pool improvement projects had all been completed, but the pool will remain closed due to COVID-19 restrictions. The Treasurer noted that all had paid their dues for the second quarter.

Unfinished Business

No unfinished business.

New Business

Resolving Future Grounds Maintenance. The Board considered alternatives for providing grounds maintenance following Jerry's retirement on June 26, 2020. The Community Board expressed support with reaching agreement with Rod Carriveau on pool maintenance. It was also suggested that, at least initially, verification of required daily testing of pool water quality was being done in accordance with Solana's pool permit. The Board also expressed that more bids should be obtained regarding cleaning of the Clubhouse. It was also discussed that adequate cleaning of the Clubhouse by reserve event users should be verified by inspection. It was further suggested that a cleaning deposit be required for reserved event users of sufficient amount to cover the costs of cleaning if necessary. The Board agreed to revisit the matter once adequate bids for cleaning were available for review.

Concern was expressed that the Estate Lots were being assigned a higher portion of the grounds maintenance costs than were proportionate to the area under their responsibility. Concern was expressed that the ongoing maintenance of private landscape beds should not be covered under a special assessment, but remain as a shared cost of the Courtyards Association. It was also strongly supported that the Associations should pursue the outsourcing for all landscape maintenance in order to have better quality control and service response. It was agreed by the Boards that Ross Richards would direct a committee to search for and obtain bids for the outsourcing of the landscape maintenance obligations. The Secretary agreed to focus on obtaining temporary service providers to provide landscape services until adequate bids and agreements could be procured (two to three months).

Non-Agenda Discussion Items

There was no no-Agenda items for discussion.

Adjournment

At 11:52 AM, the meeting was adjourned and continued to Thursday, June 11, 2020 at 10:00 AM.

**Continued Meeting, June 11, 2020
Conducted online via Zoom App**

Call to Order

The continued meeting was called to order at 10:05 AM.

Roll Call

Board members present included:

Solana Community Association Board:

- Sherry Hansen
- Bruce Emery
- Joe Pancoast
- Mary Hartman
- Ross Richards

Solana Courtyards HOA Board:

- Ross Richards
- Bruce Emery
- Bruce Fryxell
- Sherry Hansen

Solana Estate Lots HOA Board:

- Joe Pancoast
- Mary Hartman
- Bruce Emery
- Pete Gravelle
- Mark Pekar

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

Continued New Business Discussion

Resolving Future Grounds Maintenance. The Board continued discussion on alternatives for providing grounds maintenance following Jerry's retirement. The Secretary provided update on contacts made with service providers. A second bid was forwarded to the Board members via email. The Board Members expressed a

preference that an outside professional landscape maintenance firm be sought. It was requested that information be obtained from interested firms about other properties that they currently maintain. Concern was expressed that an interim service provider should be arranged; however, it was noted that the size of Solana suggests that only a few firms in the area were large enough to handle the project, and fewer still would be interested in providing the service on an interim basis.

It was expressed that the Statement of Work provided with the bids should be carefully analyzed to make sure all details were covered. It was suggested that Jerry be approached to see if he was willing to extend his service by two or four weeks with additional incentives to help bridge the service gap. It was suggested that any contract with a service provider should include an "out" clause to allow the Association to discontinue service if unsatisfactory.

The Boards discussed establishing a deadline for all bids to be received. It was noted more time would be needed by the Landscape Maintenance Committee to determine and contact eligible firms before a deadline was established. It was suggested that a firm be contracted with to provide irrigation opening in the spring and closure in the late fall. The Secretary noted that routine irrigation maintenance through the growing season could be done by a local resident for far less cost than a professional firm.

Partial Adjournment

At 11:47 AM, the Community and Estate Lots Boards adjourned their portion of the meeting. The Courtyards Board continued in order to appoint a temporary Board Member.

Appointment of Board Member, Courtyards. The Courtyards Board consider the temporary appointment of a Board Member to fill a vacancy in accordance with the Bylaws. Potential candidates who had expressed interest in serving included: Bobbi Goff, Mark Kady and Joe Boska. To ease confusion, Mark Kady offered to remove himself from consideration. Following discussion, it was moved and seconded to appoint Joe Boska as an interim Board member, which passed unanimously. It was then moved and seconded to elect Ross Richards as Association President, which passed unanimously. It was then moved and seconded to elect Joe Boska as Association Vice President, which passed unanimously.

Adjournment

The meeting was adjourned at 11:47 AM.

Respectfully Submitted,



Bruce Emery, Solana Secretary