

Approved: 8/21/2020

**Solana Community Association  
Solana Courtyards Homeowners Association  
Solana Estate Lots Homeowners Association  
Minutes of the June 25, 2020 Combined Board Meeting  
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  
Joe Boska  
Bruce Emery  
Bruce Fryxell  
Sherry Hansen

Solana Estate Lots HOA Board:

Joe Pancoast  
Mary Hartman  
Bruce Emery  
Pete Gravelle  
Mark Pekar

There being full attendance 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 19, 2020 and the notice with 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 June 4, 2020 combined Board meeting, including its adjournment to June 11, 2020. After consideration, it was moved and seconded to approve the minutes as submitted, which passed unanimously.

## **Officers' and Committees' Reports**

The Landscape Search Committee presented their report, recommending the Associations enter into agreement with Najera's Landscaping and Maintenance on an interim basis starting June 29<sup>th</sup> and running through March 31, 2021. During the interim contract period, the Committee will monitor the work being done by Najera and determine additional tasks that should be addressed in preparation for a reoccurring annual agreement to begin April 1, 2021. It was noted that competitor's bids would continue to be received and evaluated in the event the interim service provider does not meet expectations.

The Secretary reported on meeting with Sanford Irrigation, indicating that they would be presenting a bid for an upgraded filtration system for the irrigation water. Following those improvements, Sanford would proceed with a full system over-haul, including cleaning of sprinkler heads, repair or replacement of damaged or worn-out equipment and other trouble-shooting tasks. It was indicated that significant capital expenses to the irrigation system, hiring of the new landscape maintenance company and other facility maintenance needs would require revisiting the annual budget with a possible supplemental budget as authorized under the CC&Rs. A letter explaining the maintenance and upgrades to the irrigation system would be provided to the membership.

## **Unfinished Business**

*Resolving Future Grounds Maintenance.* The Boards considered the draft agreement for hiring Najera for grounds keeping. It was noted that the payment schedule stated in the draft agreement was based on the original bid proposal submitted by the company. Since that time, the Landscape Committee had requested additional tasks be included in the work schedule and it was likely the company would submit an adjusted (increased) bid to reflect the new work detail. It was also suggested that the CC&Rs authorize the Boards to designate officers to enter into contracts on behalf of the Associations. As such, the contract could be finalized by the signatures of the Presidents of the three Associations.

Regarding the draft agreement, the Boards requested the following edits: 1) the first sentence of Section 11 would be amended to change "adequate" to "written"; 2) Section 15 would be amended to begin with "the Contractor shall provide a copy of their current insurance policy to the Associations," and; 3) the last sentence of Section 17 would be amended to change "a reasonable time frame" to "10 business days." There was discussion clarifying that, regarding fertilizer, the bid from Najera included the related labor but did not include the material costs, which would continue to be funded under Landscape maintenance/materials. It was also noted that a single contact would be designated for the HOA's to avoid multiple requests and confusion to the company. Following discussion, it was moved and seconded to approve the draft agreement as amended, which passed with unanimous support.

## **New Business**

No new business items for discussion.

## **Non-Agenda Discussion Items**

It was agreed that Joe Pancoast would join the Landscape Search Committee to provide representation for the Estate Lots. Ross Richards indicated that the FerrelGas Committee would be reconvening following the conclusion of the grounds maintenance search effort. This would include renegotiating price calculations for continued service and system needs. Joe Pancoast discussed the current gas usage of the pool and Clubhouse.

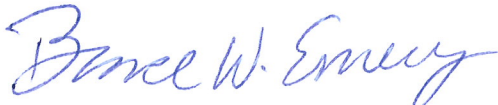
The Secretary noted that several custodial service companies had been sought to submit bids for providing cleaning services in the Clubhouse. It was suggested that a Clubhouse Committee be formed to facilitate the contracting process. Mary Hartman volunteered to chair the committee.

The Secretary noted that a Courtyard owner had volunteered to provide pool maintenance and permit reporting services in exchange for a reduction/elimination of their dues obligation. Concerns were expressed regarding tax issues and insurance coverage/liability for task-related injury. It was agreed that further information would be needed before any final decision could be made. It was also noted that Joe Boska and Joe Pancoast were looking into other insurance providers to see if competitive rates were possible.

## **Adjournment**

The meeting was adjourned at 11:58 AM.

Respectfully Submitted,



Bruce Emery, Solana Secretary