

Approved: 8/21/2020

**Solana Community Association  
Minutes of the August 7, 2020 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:

Sherry Hansen  
Bruce Emery  
Joe Pancoast  
Mary Hartman  
Ross Richards

There being full attendance 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 August 4, 2020 and the notice with a list of recipients would be kept with the records of the Association.

**Adoption of Minutes**

There were no minutes to consider

**Officers' and Committees' Reports**

Mary Hartman provided a summary explanation of the Clubhouse Committee's Report to the Board. The recommended bidder for cleaning the Clubhouse would cost \$304 for an initial (deep) cleaning, with regular periodic cleanings thereafter running \$114 each. Clubhouse windows would cost \$900 for annual cleaning. Pressure washing was estimated to run between \$1,000 and \$1,500, depending on length of time required. This would include removal of birds' nests and droppings, patio arbors, patio furniture, and patio surface. It was suggested that measures for the protection against future nest building be taken by the Board before next year's nesting season. The report also included recommendations for temporarily patching exterior beams in the arbor, servicing of the two gas fireplaces, pest control, plumbing repairs, water heater replacement, cleaning of the cathedral lights in Clubhouse hallway, repairing of Clubhouse doors, and dry-cleaning the drapes.

**Unfinished Business**

There was no unfinished business

**New Business**

The Board considered the recommendations of the Clubhouse Committee. It was noted that budget necessities in the post-Jerry era would substantially increase

Association costs. It was also noted that the Clubhouse may not open for some time due to the COVID-19 shutdown. For these reasons, the Board agreed that only those items that were critically necessary to prevent a lapse of condition for the Clubhouse would be authorized under a supplemental budget, and the remaining items would be considered in the 2021 budget process.

Following discussion, it was moved and seconded that the following would be authorized for completion and considered under a supplemental budget: Initial (deep) cleaning of the Clubhouse with no periodic cleaning set at this time; Pressure-washing of the Clubhouse exterior, arbor, patio and furnishings; pest control inspection (one-time), and; cleaning of drapes. The motion passed unanimously. The logical sequence of tasks were discussed (e.g. cleaning drapes before Clubhouse, etc.). It was noted that some items were already covered under "Grounds Maintenance" in the current budget, such as plumbing repairs and fireplace inspections. Larger projects would require consideration under a supplemental budget process.

The Board considered the hiring of Rod Carriveau for conducting ongoing pool maintenance and reporting duties. It was noted that minimum wage for Washington State is set at \$13.50/hour. It was also noted that having the work done at that price was a very good deal for the Associations. It was moved and seconded to approve the Hire of Mr. Carriveau for the pool maintenance and reporting duties, with the friendly amendment that he be consulted to do periodic walkthroughs of the Clubhouse to ensure notification of Board members should leaks or other problems occur to the facilities. The motion passed unanimously.

### **Non-Agenda Discussion Items**

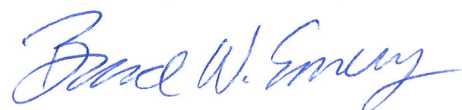
The issue of who should be allowed to set irrigation timers was discussed. It was noted that, even where timers were installed on the side of homes, some included portions of the common areas. As such, the irrigation system should be considered a community infrastructure. And because of the impact timing has on how the system functions, setting timers should be an HOA function left to the direction of the Boards. It was also suggested that such information, as well as information on rules related to the use of the pool and Clubhouse, be included in a form letter to new owners.

It was suggested that the Boards should officially change the annual budget cycle from April 1 to March 31. The Community Treasurer reported that American Family Insurance Company is now offering HOA policies that appear to provide favorable prices for similar coverage. He also noted that the service response was far better than we are getting from Philadelphia Insurance Group.

### **Adjournment**

The meeting was adjourned at 12:03 PM.

Respectfully Submitted,



Bruce Emery, Solana Secretary