

Approved: 11/11/2020

**Solana Community Association
Solana Courtyards Homeowners Association
Solana Estate Lots Homeowners Association
Minutes of the 10/14/20 Combined Board Meeting
Conducted online via Zoom App**

Call to Order

The meeting was called to order at 9:05 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 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 October 8, 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 August 21, 2020 combined Board meeting, including the continued meeting on August 27, 2020. After consideration, it was moved and seconded to approve the minutes as submitted, which passed unanimously.

Officers' and Committees' Reports

The Treasurer reported that approximately 20 unit dues remain unpaid, and six (6) had paid the incorrect amount. Members have until October 20th before unpaid dues are considered delinquent.

The Landscape Committee indicated they were working to develop a Statement of Work for landscape maintenance duties for budget purposes heading into 2021.

Unfinished Business

There was no unfinished business for discussion

New Business

The Boards considered needs for pool maintenance and reporting. It was noted that Bruce Fryxell would be replacing Rod Carriveau for pool maintenance and reporting duties at the same pay rate. It was noted that Ole's Pool & Spa would be providing some training and equipment maintenance for the year, which would increase costs. It was also noted that Reggi Rose would provide backup support for Mr. Fryxell; however, it was unclear if she would be able to be placed on the HOA's payroll.

The Boards considered irrigation winterizing. It was noted that the cleaning of the cistern was scheduled to occur in December while water flows were at their lowest. Even with this cost, there was still \$1,960 that remained un-spent from the Supplemental Budget. The Secretary noted that the savings of the unspent portion could be credited towards the 1st quarter 2021 assessments at a rate of \$30.15 per Courtyard Assessment and \$4.00 per Community Assessment. It was noted that the Landscape Committee may have additional landscape costs in their final recommendation to the Board. The Committee representative noted that a bid process for service providers would also be included in their recommendation to the Board.

The Secretary noted that the work required to repair the sink-hole on Hawthorn Court would cost \$2,920 for Green Crow to complete the project. It was suggested the Reserve Account for Street Repair (asphalt) be used for funding the project.

Regarding Clubhouse needs, the Clubhouse Committee indicated they were developing a list of cleaning tasks, some for volunteers and some for service providers. Outdoor cushions need cleaning, or possibly replacing. The Gas grill requires cleaning. Ross Richards indicated he would undertake the task. It was determined that periodic cleaning would not be required until after the Clubhouse was opened for use.

The Boards considered whether to reopen the Clubhouse for use. It was noted that under the current Phase 2 designation, only five people at a time could use the Clubhouse, and that additional safety measures were required (e.g. disinfecting, circulation, etc.). It was noted that any decision to reopen should consider the liability of the Associations. It was agreed that the Secretary would research all protocols to be considered for reopening for later consideration by the Boards.

Non-Agenda Discussion Items

The question was asked when Exeter Street and Flying Cloud Street might be resurfaced? The Secretary indicated he would follow-up later with the schedule. Concern was expressed that ground water was surfacing from the pavement at the intersection of Exeter Street and Flying Cloud Street. Joe Pancoast reported that American Family Insurance may be able to provide increased coverage (umbrella policy) for the same price. He indicated their service was far superior. He will continue to pursue the options available.

Clubhouse fire alarms were discussed. Joe Pancoast noted that Ooma provided emergency services in association with their VOIP service. He indicated that the savings on insurance would exceed the cost of the system upgrade by \$18 per year. Mary Hartman agreed to follow-up to confirm whether the pull boxes were required for the Clubhouse.

Ross Richards noted that new owners were having trouble obtaining Clubhouse and mailbox keys, as well as codes to the pool and storage yard. He questioned whether the Associations should create a system requiring the submittal of keys to the Board when homes were sold so they can be delivered to new owners. Some concern was expressed that it would place too much liability on the Boards, but that an information letter to the new owners could address much of the concerns. The Clubhouse Committee agreed to consider the issue and make recommendations.

It was noted the door to the pool could be opened by reaching over the fence. The Boards may consider additional modifications to address this concern.

Adjournment

The meeting was adjourned at 10:40 AM for the Community and Estate Lots Boards, and continued for the Courtyards Board.

Courtyards Board Discussion

The Courtyards Board considered the appointment of an interim member to fill a Board vacancy until the next Annual Meeting. Mark Kady was nominated and agreed to the nomination. It was moved and seconded to appoint Mark Kady as the interim Board member, which passed unanimously.

The meeting of the Courtyards Board was adjourned at 10:43 AM.

Respectfully Submitted,



Bruce Emery, Solana Secretary