

Approved: 12/9/2020

**Solana Community Association
Solana Courtyards Homeowners Association
Solana Estate Lots Homeowners Association
Minutes of the 11/11/20 Combined Board Meeting
Conducted online via Zoom App**

Call to Order

The meeting was called to order at 9:03 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 Board members 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 November 5, 2020 and the notice with a list of recipients would be kept with the records of the Associations.

Adoption of Minutes

The Boards considered the Draft Minutes of the October 14, 2020 combined Board meeting. After consideration, it was moved and seconded to approve the minutes as submitted, which passed unanimously.

Officers' and Committees' Reports

The Treasurer reported on his meeting with Ole's Pool & Spa representative: all locks are functional at the pool; a GFCI outlet is required to be installed on the outside of the pool house; chlorine levels in the spa are exceedingly high and may require a draw-down and refill to achieve normal levels; the chlorine generator is undersized for our pool size, but there may not be adequate room for additional units in the pool house; use of a "robo-cleaner" would ultimately save in labor costs, but would likely cost \$2000 to install, and; the Health Department only requires daily water sample records during periods in which the pool is open for use. The current pool person for Sunland has been consulted for a bid for operating the pool and reporting duties.

The Secretary reported that Green Crow will be working on the road edge filling and leveling as a winter project. Specific dates were not provided as the project will be done on an "as-time-permits" basis. There may be need to hire another service provider for any unfinished portions by the growing season. The Secretary also noted that resurfacing of Exeter Street was tentatively scheduled for September, 2021. Resurfacing of Flying Cloud Street has not yet been scheduled.

Unfinished Business

The Boards considered the latest draft Statement of Work (SOW) for landscape service providers. The Secretary suggested edits to Section II-1 to reflect Green Crow's autonomy concerning their property. Also noted were concerns expressed by Doug Pendergraft that: 1) the service provider should name the Associations as an "other insured," and 2) that quarterly L&I reports should be provided by the service provider. It was agreed that further action on the document would wait until the Estate Lots Board was able to determine specific policy concerning Sec. VI, Estates Non-Resident Owned Vacant Lots.

The Courtyards & Community Boards considered what to do with the \$2,179 budget surplus from unspent portions for irrigation maintenance. It was suggested the sum be banked to offset costs in 2021; however, the complexity added by the surplus carryover, plus the fact the amount was the result of a supplemental budget action, convinced the Boards to take unanimous action to credit the January dues accordingly. The Community portion credit total will be \$435.80 or \$4.45 per lot, and the Courtyard portion credit total will be \$1,743.20 or \$33.52 per lot.

The Community Board considered the reopening of the Clubhouse and pool. The Secretary reported that any opening prior to a Phase 4 designation would require a COVID-19 exposure control, mitigation and recovery plan, including measures for enforcing social distancing, disinfecting facilities after use, and contact tracing measures. One suggestion made was allowing users of the facility to submit their own plan for case-by-case use of the facility. However, given that under current Phase 2, groups are limited to no more than five people. Concern was also expressed that control and enforcement of such plans would still require a large effort by the Association. It was agreed that the Board would continue discussion in future meetings as conditions, and rules, change.

The Community Board considered the status of the Clubhouse fire alarms. Joe Pancoast summarized a meeting with the Sequim Fire Marshal concerning the fire alarm system. The building is required to have an operating system. Several repairs, upgrades/modifications and tests are required to verify the system is operating properly. Two phone lines and ongoing monitoring will be required. As a related item, Mr. Pancoast also noted the first aid kits in the Clubhouse do not contain all the items needed to meet minimum state regulations. Access to the first aid kits were also discussed. Consideration should be given to an outdoor housing so the kit can be maintained at the pool location. Mark Pekar agreed to assist Mr. Pancoast in resolving the needed items and location of the first aid kit.

The Community Board considered retrofitting the Clubhouse doors with bottom latches. The Secretary reported that Glass Services may be able to provide the bottom latch at an approximate cost of \$460 per door. It was also noted that full replacement of the doors and hardware would run approximately \$3,500 per door. Because it is unknown whether the fix will be adequate, it was suggested that one door be tested with the retrofit, and then the remainder doors be scheduled—to be funded by the 2021 Budget. The same was moved and seconded and approved by unanimous vote of the Board.

New Business

The Community Board considered proposed changes to the Clubhouse and Pool Rules. Joe Pancoast summarized the changes—primarily to correct identified numbering errors and some grammatical preferences (no substantive changes from original). It was noted the modified document was not forwarded to all Community Board members. Consideration would be given to an outdoor location for the first aid kit and reflected in the revised rules for consideration at the next meeting. It was also suggested that copies of the revised rules would be made available at the location of the current Rules Signs as well as on the Association Website.

The Boards considered 2021 budget needs and issues. The Secretary noted that Green Crow would be pursuing the removal of the alder trees around the pond as debris from the trees were contributing to accelerated filling of the pond. Barriers to bird nesting in the arbors and eaves of the Clubhouse were also discussed. After discussion, it was the general consensus that bird netting and bird spikes would be pursued and budgeted for installation in early spring.

The Community Board considered the Clubhouse intrusion alarm system. The total cost was not fully known, but repairs and upgrades were estimated around \$2,500. Given the costs and low probability of a significant problem, it was the general consensus that the changes would not be pursued. As a related discussion, Joe Pancoast explained an alternative for keyed access to the Clubhouse by use of access cards. He explained the system would provide data on use of the Clubhouse and pool. Given related costs, it was the general consensus that such a change wouldn't be considered until at least 2022. It was reaffirmed that any members who were not provided a Clubhouse key upon purchase of their home, should contact Bruce Emery for a replacement key.

Non-Agenda Discussion Items

The question was raised when Green Crow had planned on repairing the subsidence in the road on Hawthorn Court. The Secretary responded that the work would likely occur in May, once the ground becomes more stable following heavy precipitation periods.

Joe Pancoast indicated that a new tab would soon become present on the Association website, titled "CC&Rs & Plats." The tab would provide a link to the recorded plats for Solana as well as the recorded CC&Rs. Also, it was noted that seven to eight of the roadside bollards had burned-out bulbs. The Secretary agreed to replace them. It was also suggested that the Community Board consider furnishing the Clubhouse with an AED device. It was noted the device might cost \$800 plus \$200 for batteries.

The question was raised about the wires located at the top of the hill northwest of Snowbell Court. The Secretary would inquire with Green Crow. The question was also raised whether there were any plans to place a bollard on the pedestal that exists northwest of the intersection of Providence and Overland Street.

Adjournment

The meeting was adjourned at 11:17 AM for the Community Board, continued until Wednesday, November 18, 2020 at 9:00 AM for the Estate Lots Board, and discussions continued for the Courtyards Board.

Courtyards Board Continued Discussion

The Courtyards Board considered recommendations of the Courtyards Landscape Committee concerning private landscape maintenance alternatives. The proposal generally allowed each owner the option of using the landscape maintenance service provider hired by the Association to maintain their personal flower bed and trees at a negotiated rate per lot, doing the maintenance on their own, or hiring their own landscaper to perform the work. Those who choose alternatives to the Associations service provider would not be billed for services. As required by the CC&Rs, the Association will continue to provide lawn mowing services for all lawns in the Courtyards. Ross Richards clarified that the services provided by the Association would include: hand weeding as needed, application of pre-emergent herbicide, weed & feed fertilizing of all lawn areas, and moss control. The need to clearly identify service areas was mentioned. The Board expressed general consensus on accepting the recommendation. The Secretary agreed to develop a revised version of the document in a codified format for review by the Landscape Committee and Board for future action.

The meeting of the Courtyards Board was adjourned at 11:52 AM.

**Continued Meeting of Solana Estates Lots BOD, 9:00 AM, November 18, 2020
Conducted online via Zoom App**

Call to Order

The continued meeting was called to order at 9:02 AM.

Roll Call

All Board members were present (see list, above), providing a quorum for the conduct of business.

Continued New Business Discussion

The Board discussed the draft landscape maintenance letter to vacant lot owners. The Secretary noted concern regarding the authority granted the Board under Section 6.1 of the CC&Rs with respect to undeveloped lots. The prohibition over offensive or noxious conditions under Section 6.5, CC&Rs as well as the prohibition on view obstructions under Section 5.1.2, CC&Rs were also referenced as providing authority to compel lot maintenance for unsightly or high fire risk conditions. There was general consensus among the Board members that fire risk and proliferation of weed infestations provided sufficient justification to require some level of preventative maintenance.

It was noted that some lots would require limb and other debris removal to make the problem areas mowable. It was also recognized that the cost estimates being considered by Najera were reasonable and would provide all impacted owners a good alternative to finding their own service provider. It was also noted that after debris removal, impacted lots would require up to two mowings per year to address the problem. It was noted that the letter would need some minor changes to reflect Sections 5.1.2 and 6.5, CC&Rs, as well as more specifically describing the expectations for vacant lot owners of the maintenance requirement. It was moved and seconded to approve the letter with the agreed-to changes, which passed with unanimous support.

The Board discussed the placement of stop signs at intersections in the Estate Lots. Joe Pancoast noted that with more homes being occupied and consequently more traffic, the limited-sight intersections require signs, including: Tamerlane and Solana Parkway, Flying Cloud and Tamerlane, and Exeter and Flying Cloud streets. The Secretary noted that, for time and materials, Green Crow could install the signs for approximately \$570 total. The Board agreed to make it a budget item for 2021.

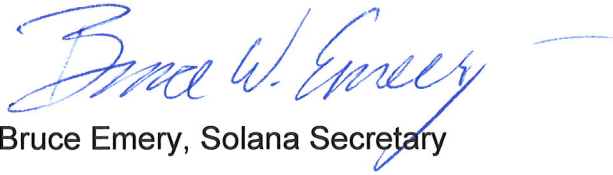
Non-Agenda Discussion Items

It was suggested that the sign just uphill of Overland Street advertising "Solana Estates View Lots" be removed. The matter of water surfacing at the intersection of Tamerlane and Flying Cloud Street was raised. The Secretary noted that the required fix would likely be extensive, given the two prior failed attempts, and further suggested it would likely be handled when Flying Cloud Street was resurfaced in the future. It was asked whether Green Crow could get a good price on new carpet and repairing the wood floor in the meeting hall at the Clubhouse. The Secretary noted he would inquire with the company.

Adjournment

The meeting was adjourned at 10:23 AM.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Bruce W. Emery". The signature is written in a cursive style with a long horizontal flourish extending to the right.

Bruce Emery, Solana Secretary