

Approved: 2/25/2021

**Solana Community Association  
Solana Courtyards Homeowners Association  
Solana Estate Lots Homeowners Association  
Minutes of the 12/09/20 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  
Mark Kady

Solana Estate Lots HOA Board:

Joe Pancoast  
Mary Hartman  
Bruce Emery  
Pete Gravelle  
Mark Pekar

There being all members present from 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 December 3, 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 November 11, 2020 combined Board meeting. After consideration, it was moved and seconded to approve the minutes as submitted, which passed unanimously.

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

There were no reports from officers of committees.

## **Unfinished Business**

The Boards considered the revised Statement of Work for grounds maintenance contract. It was recommended that the definition for *Resident Owner* be changed to include built homes that are vacant. It was recognized that the map in Figure 2 would need to be amended and changed from time-to-time to reflect the current owners participating in the private landscape maintenance program offered by the HOA. It was moved and seconded to approve the document with the aforementioned change and with the goal of having all cost estimates in by the end of January, which passed unanimously.

The Community Board considered action on revisions to the Pool & Clubhouse Rules. It was suggested that pool hours be changed to between 10 AM and 8 PM, with periodic closures for maintenance. It was moved and seconded to approve the document with the proposed changes, which passed unanimously.

The Courtyards Board considered the draft Private Landscape Maintenance Policy Resolution. It was discovered that Ross Richards did not receive the document due to an email error. Ross had indicated he was waiting for more owner responses to the draft letter communicating the program to the members. It was agreed to consider the draft policy resolution at the next Board meeting.

## **New Business**

The Boards considered the placement of stop signs in Solana. The Secretary noted it could be done for a cost of \$166 per sign. It was agreed it would be a community decision to be made by each HOA. A proponent of the project cited the liability risk that the HOA's face if an accident were to occur. Others voiced the opinion that it wasn't needed. The Courtyards President agreed to forward a letter to the Courtyards community asking whether they supported the placement of stop signs. Joe Pancoast agreed to contact the Associations' insurance agent to confirm whether there was a liability issue. It was agreed to discuss the matter at the next Board meeting.

The Boards considered the Draft 2021 Reserve Budget. The Secretary noted it was preliminary, and primarily included changes to cost items related to pool infrastructure that were now known. It was noted *Lawn Equipment* could be eliminated, and *Pool Cover – Replace* and *Pool Power Reel – Replace* could be combined under the latter. Joe Pancoast recommended that the Board consider using the spreadsheet structure provided by Association Reserves for calculating future reserve needs. It was agreed that Joe Pancoast, Bruce Fryxell and Bruce Emery would meet to discuss cost items and changing to the new format.

The Boards considered the Draft 2020 Reconciliation Report. The Secretary noted that, for Najera landscaping, costs incurred in the last month of one quarter would not appear in the Ledger until the following quarter (payment made first day of month following). This explains the apparent under-budget showing for the line item. The



Secretary also noted that the Report was modified from prior years to coincide with the fiscal cycle of April 1<sup>st</sup> to March 31<sup>st</sup> (instead of Jan 1 to Dec 31). This means that, currently, data used for two of the quarters in the report are projections and will need to be confirmed following the conclusion of the remaining two quarters in the cycle. It is believed the document will still serve as a valuable planning tool. Joe Pancoast, Bruce Fryxell and Bruce Emery agreed to trouble-shoot and refine the document for consideration at the next Board meeting.

The Boards considered the Draft 2021 Budget. The Secretary noted the draft did not include the updated reserve assessment estimates from the reserve Budget. The Boards agreed to continue discussion to the next meeting to allow Joe Pancoast, Bruce Fryxell and Bruce Emery an opportunity to refine the document.

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

The Community Board considered an email requesting that they consider making the Clubhouse and grounds available to local emergency response organizations and agencies. The Secretary agreed to contact the County Emergency Management Division to make inquiries.

The Secretary noted he had received bids for completing the fence around the pool heat pumps: a cedar board fence at \$1,235, or a chain-link fence with forest green slats at \$1,406. It was asked that the Secretary obtain bid information for using the white composite material fencing used for heat pumps and LPG for several Courtyard Homes. After discussion, it was the general consensus of the Community Board that, unless the white composite fencing was significantly cheaper, that the chain-link fence option should be pursued.

The Courtyards Board considered the need to renegotiate terms with FerrellGas for continued LPG service. Ross indicated he needed additional volunteers to help with the Committee. Sherry Hansen and Reggi Rose volunteered. It was suggested that Sunshine Propane be consulted for future service.

### **Adjournment**

The meeting was adjourned at 11:12 AM for the Community and Courtyards Boards, and discussions continued for the Estate Lots Board.

### **Estate Lots Board Continued Discussion**

The Estates Lots Board continued their discussion on the Draft letter to vacant Lot owners for lot maintenance. Concerns were expressed that the letter should be limited to the issues expressed under Sections 5.1.2 and 6.5 CC&Rs. Concerns were also expressed that existing lot values should be protected and nuisances caused by proliferation of weeds and grass are legitimate issues for requiring corrective action. It was agreed that the letter should inform owners they are required to comply with the CC&Rs, and while they can do that on their own, the Association, through Najera Landscaping, is able to provide a very low-cost option for achieving that compliance. After discussion, the Secretary agreed to develop a second draft of the letter for discussion and comment. It was also noted that some lots would require site-specific

cleanup and remedial actions to meet the requirements. The Board agreed to continue discussion at the next meeting.

**Adjournment**

The meeting of the Estate Lots Board was adjourned at 11:52 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, sweeping tail on the final letter.

Bruce Emery, Solana Secretary