

**Solana Estate Lots Homeowners Association  
Minutes of the January 27, 2021 Board Meeting  
Conducted online via Zoom App**

**Call to Order**

The meeting was called to order at 9:07 AM.

**Roll Call**

Board members present included:

Mary Hartman  
Joe Pancoast  
Mark pekar  
Pete Gravelle  
Bruce Emery

There being all Board members in attendance, a quorum was present for the conduct of business.

**Proof of Notice of Meeting**

The Secretary possession of the Email providing notice of the meeting, which correctly stated the date, time and location of the meeting, and included a list of all recipients of the notice—thereby verifying that notice had been given in accordance with the Bylaws.

**Adoption of Minutes**

There were no minutes of prior meetings requiring the Board's review. .

**Officers' and Committees' Reports**

There were no officer or committee reports.

**Unfinished Business**

The Board continued discussion on the *Estates vacant lots optional maintenance* under Section 6 of the Draft Statement of Work (SOW) for grounds maintenance. Bruce Emery gave a summary of draft changes to Section 6 of the SOW, noting that the Board needed to consider the scope of lot maintenance that was being expected from vacant lot owners. It was noted the authority expressed in the CC&Rs on the issue were contained in Sections 5.1.10. 6.5, and part of Section 6.1. Joe Pancoast noted that the goal should include reducing the risk of fire and preserve/enhance the value of the lots, but did not support going so far as to require a park-like appearance.

Pete Gravelle noted that each vacant lot presents a different challenge in terms of what should be done regarding maintenance. Mary Hartman expressed concerns that the HOA would be put in a position to have to pay Najera Landscaping for lot maintenance regardless of whether the lot owner paid for the service. It was noted that, as a contracted service, the lot owner would be

required to pay the HOA or face liens or other enforcement options contained in the CC&Rs.

It was agreed that a policy should be developed that articulates the following as minimum requirements for vacant lots: the grass should be mowed and kept below a specified height; the lots should be mowed at least two times per year, with dates specified; noxious weeds should be controlled on the lots; the size of small trees and shrubs to remain on the lot should be established so as to allow for the removal of anything smaller; mowing should be required from the street edge to the tree line (or larger brush line), or where topography restricts maintenance (e.g. steep slopes). The Secretary agreed to reflect the changes discussed in the SOW. It was also agreed the Secretary would prepare a draft policy statement reflecting the standards discussed by the Board, and prepare a draft letter for vacant lot owners—both for the Board to consider at a later meeting.

### **New Business**

There was no new business to discuss

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

There was no Non-Agenda items to discuss.

### **Adjournment**

The meeting was adjourned at 10:30 AM. By unanimous consent, the Board agreed to continue the meeting to 10:00 AM on January 29, 2021 for the purpose of field inspecting vacant lots.

### **Continued Meeting (January 29, 2021)**

The continued meeting began at 10:00 AM at Lot 26 at the corner of Exeter and Flying Cloud Streets, in Solana estate Lots. All Board members were present.

The Board continued discussion regarding the maintenance of vacant lots. Upon review of Lots 26 and 34, it was evident to the Board members that mowing of all portions of both lots was not possible without significant earth-work to smooth out the terrain. It was generally agreed that portions of the lot that were relatively smooth and accessible should be brush-mowed twice a year to reduce fire hazard. It was also agreed that the control of noxious weeds (e.g. Himalayan berry, Scotch brume and thistle) should also be required to avoid proliferation and to maintain compliance with Section 6.5, CC&Rs. Where random brush and tall grasses exist in areas that are not accessible, it would be reasonable to require weed-whacking once per year to control fire risk and maintain a pleasing appearance, but not to the point where beneficial vegetation (salal, other shrubs that restrict grass proliferation) would require removal.

It was agreed that the Secretary would develop a draft policy that articulates the requirements and provide for Board review and consideration at a future meeting. It was also agreed that draft letters to the owners of vacant lots

would be prepared and reviewed by the Board prior to sending. It was suggested that the letters be structured similar to those sent in 2019, but include the grounds contractor's information in addition to other vendors who might be able to do the work. It was also suggested that pictures be taken of the lots so the owners can view first-hand the conditions the HOA is trying to correct.

**Adjournment**

The continued meeting was adjourned at 10:55 AM.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Bruce W. Emery". The signature is written in a cursive, flowing style.

Bruce Emery, Secretary