

Approved: 5/19/2021

**Solana Community Association
Solana Courtyards Homeowners Association
Solana Estate Lots Homeowners Association
Minutes of the 3/31/21 Combined Board Meeting
Conducted online via Zoom App**

Call to Order

The meeting was called to order at 11:04 AM.

Roll Call

Board members present included:

Solana Community Association Board:

Sherry Hansen
Bruce Emery
Joe Pancoast
Daryl Ness
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
Mark Pekar
Anne-Marie Moreault

There being at least three 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 March 24, 2021 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 February 25, 2021 combined Board meeting. After consideration, it was moved and seconded to approve the minutes as submitted, which passed unanimously.

Officers' and Committees' Reports

Joe Pancoast reported that there is currently one lot that is \$2,380 in arrears. The electrician was able to make all exit signs and emergency floodlights in the Clubhouse operational. There are two HPS bulbs out: one across the street from the Clubhouse and another just south of the Clubhouse parking lot. The electrician will be locating and installing replacement bulbs. The tract lighting in the Clubhouse is operational, but the bulbs are out. They will be replaced with LED lights. The fire alarm system is working and being monitored. Anne-Marie Moreault agreed to label the light switches in the Clubhouse.

Unfinished Business

The Boards considered the contract with Najera Landscape Maintenance, including the new prices for *special projects* and *Courtyards private flower bed maintenance*. Ross Richards expressed concern that \$75 per month over a 12-month period was too high a price for the private flower bed maintenance portion. He indicated he would talk to Felipe to see about renegotiating the price. After discussion, it was moved and seconded to approve the contract, with the removal of Section 9.G and possible re-inclusion of that section as an addendum to the contract following further negotiations. The motion passed unanimously.

New Business

The Boards considered the election of officers. Following discussion, it was moved and seconded to approve the election of officers for 2021 as follows:

Solana Community Association Board:

- Ross Richards President
- Sherry Hansen Vice President
- Joe Pancoast Treasurer
- Bruce Emery Secretary
- Daryl Ness At-large

Solana Courtyards HOA Board:

- Ross Richards President
- Mark Kady Vice President
- Bruce Fryxell Treasurer
- Bruce Emery Secretary
- Sherry Hansen At-Large

Solana Estate Lots HOA Board:

- Mary Hartman President
- Mark Pekar Vice President
- Joe Pancoast Treasurer
- Bruce Emery Secretary
- Anne-Marie Moreault At-Large

The motion passed unanimously.

The Board considered the reopening of the Clubhouse and pool under the new COVID-19 Phase 3 rules. It was noted that a reopening plan was required. Under "venue" guidelines, the Clubhouse could open up to 50% of capacity (46 persons, max.). Joe Pancoast expressed concerns that reopening would require: verification the Clubhouse was found in compliance with current fire code (earliest inspection will be April 15th), tables would need to be rearranged and some removed to ensure adequate social-distancing, and the HVAC system would need to be modified (if possible) to meet MERV 13 filtration rating. With the suggestion that we consider utilizing an honor-system for enforcing social distancing and disinfection following use, concern was expressed whether such a plan would meet state and local requirements. It was also suggested that the Board should focus on reopening for individual and small group use first, and then worry about larger group requirements, if possible. Based on the discussion, the Secretary agreed to research whether the "honor-system" approach would meet regulatory requirements, and if so, would proceed to prepare a draft plan for Board review and consideration.

Non-Agenda Discussion Items

Joe Pancoast mentioned that the furnishing samples located in the Clubhouse storage room needed to be disposed of, and suggested letting members know they could take them for their own use. Joe noted that he and Doug Pendergraft had met with the insurance provider and they were ready to sign the policy documents. He asked for authorization to sign on behalf of the Courtyard HOA. It was moved and seconded to grant the authorization by the Courtyards Board, which passed unanimously. Joe also noted that some Christmas lights remained active up in the Estate Lots in violation of the Architectural Standards and Guidelines. The Secretary agreed to send out notice.

It was noted that the two of the parcel boxes at the Clubhouse had broken locks. It was also noted that the Post Office, as of six months ago, began enforcing a policy where they no longer deliver to a mail box if the owner's home is more than a half-mile from the box. The possible location of a second Estate Lots mailbox kiosk was discussed at Tract D and Tract E. The possibility of including more parcel boxes at the Clubhouse was also considered. Mark Lummis volunteered and the Boards agreed to appoint him as contact to discuss the matter with the Post Master to see about solutions to the problem.

Questions were raised as to the clearing activity occurring on Lot 5. The Secretary noted the site was being prepped for final design work for new home construction. House plans and a landscape plan would be prepared and routed before any construction activity occurs. Also, the tree removal/pruning activity occurring at 61 Tamerlane was not routed for Association review. The Secretary noted that it was not an application but rather an enforcement matter. The Board was notified of the issue.

Adjournment

The meeting was adjourned at 12:38 PM, and the Community and Courtyard Boards entered into executive session. Note: Although the discussion during the executive session did not include communication with an attorney, the Board agreed the discussion was consistent with the spirit and intent of Section 3.12, Bylaws, as legal counsel would likely be required for the matter under consideration, and further, that the executive session was necessary to protect the privacy and interests of the subject lot owners. For these reasons, the content of the executive session will remain confidential. The executive session was adjourned at 1:05 PM.

Respectfully Submitted,

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

Bruce Emery, Solana Secretary