

Sherwood Park Homeowners Association
Meeting Minutes

Date: Feb 18, 2020

Time: 6:25pm-8:55pm

In attendance: Kathy R, Colt, Beth, Judy, Kathy D, Jim & Kaitlyn Linford (HOA Mgmt)

Absent: None

Visitors: None

- Meeting called to order at Wibben Residence at 6:30pm. Kaitlyn presented January Meeting minutes and asked for the remaining Board Members to review within the next day or two and respond with changes or approval. After approval Kaitlyn will put some printed copies in the flyer box at the pool office.
- Kaitlyn gave a report on the HOA Management Transfer from Desert Edge to Golden Spike Realty. Remaining checking account balance has been transferred but the remaining Reserve Funds are still being waited on. They also gave an update of owner's balances to correct the original balances given. They also gave a complete reconciliation of accounting and bank statements for 2019. Board asked if they are going to send all reports. Kaitlyn reported that at this point they have not done it and that she does not believe they will do this. They are required by law to keep the records if they choose not to transfer them. Kaitlyn is not concerned about getting any records further back from 2019 but if the Association every needed information from past years they will have an attorney send a letter requesting the records. Board requested to see if they would send all the years of taxes. Kaitlyn has also requested from Skyler that he send over the Taxes for at least 2018-2019 and confirm if they are filing taxes based on the fiscal year or off of the calendar year. Skyler from Desert Edge reported to Kaitlyn that he gave the Board all the insurance information of the claims from 2019 and she requested if he could please send them again but has not heard back. Kaitlyn reached out to American Family Insurance who sent over a history loss report stating there was a claim in 2015 and 2 in 2018. One of these may have been one of the claims the Board was looking for but Kaitlyn can't confirm without further information. Board requested Kaitlyn to look into the Christiansen insurance claim and see if any information can be found.
- Financial Report as of 1/31/2020: Kaitlyn reported that the checking account had a balance of \$56,170.77 and the Reserve had a balance of \$44,939.41. The bank account register was presented and stated that 4 of the checks showing on the report show a zero balance because the checks had to be voided and reissued due to a misprint on the new Association Checks. This has been corrected and the company gave a credit since the mistake was there's. Kaitlyn also stated that the Reserve Transfer discussed in January was deposited in February and will show on next months report. It was asked if the amount budgeted by Desert Edge was too much and if it was necessary to transfer that much. Kaitlyn reported that given what she has seen with Desert Edge reports she did not have any concern with transferring the high balance and that given the many Reserve repairs that need to be made the amount may be justified. Kaitlyn will be able to better determine this after she collects bids from repairs she is working on and after seeing over time the expenses the HOA truly has. Open Invoices report was given and since Desert Edge gave an updated report of owner balances she was able to update her records and correct all the wrong balances. Owners who still owe dues or who made checks out incorrectly have been notified and are working on correcting this. 7 owners still need to finish paying on the Special Assessment and Kaitlyn will reach out to them about setting up a payment plan to have it paid off by the due date. No concerns of owners simply not paying dues. The Profit & Loss Report was presented and Kaitlyn reported that while being over in a few areas the Association is currently showing a positive net balance for the fiscal year. Kaitlyn does have concerns about why exterior repairs and landscaping are so far over budget but she believes in looking at past records that the exterior repairs are due to insurance repairs and that landscaping is likely from needing more work done than originally planned. The added misc income offsets these repairs though and that is the most important thing.

- Vendor Updates: Vendors have been contacted and all billing information has been updated.
- Rules & Regulations: Kaitlyn is reviewing both the Rules & Regulations and also the CCRs and Bylaws and will give suggestions of changes that should be made but right now she is focusing on getting accounting and estimates for needed repairs in so that we can plan on maintenance and how much needs to be saved to accomplish years to come maintenance. Right now the biggest concern of Rules being violated are Dog Mess, Recreational Vehicles being used in the Association. Kaitlyn has sent violations for any complaints that have come in. Kaitlyn asked if the Board Approves violations being sent for cars being parked in front of garages as its against the Rules and its also considered to be parking in the fire lane. Board confirmed that these vehicles need to be sent violations and reported of a building that tends to have this issue a lot and also reiterated to not send violations or ticket vehicles that are parking in the extra parking stalls. Kaitlyn agreed and stated that violations will be sent to violators. Kaitlyn also stated that she does violations by sending a 1st notice which is a warning and that the 2nd notice is also a warning to give owner/occupants plenty of time to correct the issue. It is not until the 3rd notice that she fines, this can be changed to only giving 1 notice and then fining but that she does prefer to do 2 warnings. Board stated to proceed with 2 warnings for the time being.
- Maintenance to do: Larson Pool Plastering sent over an estimate and is waiting on confirmation or proceeding with work. This estimate was done last year and the Board reported that they already approved this estimate and would they still honor it, Kaitlyn stated that they will because they are the ones who just sent it to her and that they are just waiting for approval. The Board stated that it should be scheduled to be done. Kaitlyn will schedule but will wait to do so until other estimates for the rest of the pool work comes in so that we confirm there is enough money to do it this year. Kaitlyn has contacted the following vendors for the following maintenance items to give an estimate: Tree Trimming: Nyes Trees and Cutz Trees. Board reported that stumps were left by unit 621C and this should be included on the estimate to have grinded and removed if possible. Pool Skimmers & Pump/Furnace check & repairs: Larrys and Kendall landscaping. Pot Hole repairs: Northern Asphalt. Roofs & Gutter repairs: Stuart Roofing and Rainbow Roofing. Landscape Contracts: Kendall Landscape, IMT, and Benlomon. Board also stated that they want all mowing to be bagged instead of mulched. Kaitlyn will contact vendors about this. Estimates are also coming in from maintenance about carport gutter repairs at 673-691. In April the Landscape and hopefully all the pool estimates will be presented to discuss and vote on. The others will likely be discussed in the May and June meeting. Kaitlyn reported that the following items need immediate repair: siding repair at 623B and 619B (Board requested estimate from maintenance first, Kaitlyn will get and send via email). Board approved the following repairs to happen: Gutters need to have pine needles cleaned out of them prior to rain season at 3930C, Wasp nest needs to be removed at 665C, 661C garage light fixture. Board also requested for maintenance to look at the townhouse vents that are on both ends of the buildings that may need to be replaced and to see what can be done about moving the wires to the side of the vent instead of running in them. Maintenance will get an estimate for this item as well.
- Owner Discussion: 636L steps on the North side of the unit are deteriorating. Kaitlyn has been unable to find a map that states where the Limited Common area ends and the Common Area ends, this is needed to determine if the HOA is responsible for the steps or if the owner is. Board asked if the owner would also be responsible for the sidewalk? Kaitlyn reported that it is unlikely. If the owner is responsible for the cement steps then it is more than likely that they are just responsible for the steps and then where the sidewalk beings the HOA would be responsible. According to the Maintenance list attached to the Rules and Regulations the front steps are owner responsibility but Kaitlyn says the CC&Rs are not as clear on the matter. Beth brought past HOA documents and plat maps that she had and Kaitlyn will go over them and see what can be determined. Owner is in no big hurry but he does want to know and does not plan on replacing them if it falls on the owner. 3919L has been having an issue with water getting into her unit. Desert Edge stated it was her responsibility to repair. Kaitlyn met with the owner and discussed the issue and she stated that her insurance denied helping with the repairs, Kaitlyn requested this letter and after reviewing it found that she was not insured to cover exterior water. Kaitlyn has suggested this be added because any coverage missing on owners policies means they would be responsible for the HOAs

deductible out of pocket before the HOAs insurance could have a claim filed to help cover the claim. Kaitlyn reported to the owner that she could not promise that the HOA would take care of the exterior of the repair until maintenance went out and determined the cause of the water getting into the unit but that the HOA would not pay for interior repairs unless they were over the HOA deductible so that a claim could be filled. The owner reported the repairs aren't that high and if she could just have the exterior repaired it would be helpful. She also reported that a gutter repair was made to correct the issue but that water is still getting in. Kaitlyn reported to the Board that maintenance (with 8 years disaster repair/clean up) will inspect the unit and if needs be will even call in Valley Glass to inspect and make sure the door is not the cause for the water getting in as that would be owner responsibility as well. Board discussed the gutter repairs that were made to keep from water getting into unit and that two of them were present when the repair was done to confirm it was done. Once Kaitlyn has all the information she will notify the Board of the next step and then contact the owner. Board Member reported that he talked to the owner and that she was appreciative that Kaitlyn sat to discuss the issue. Kaitlyn asked the Board if they know if the post office on Pacific Ave is the post office where owners can get extra keys? Board confirmed that it is or that if they can stop the mailman while delivering he will give them a new key then as well. Kaitlyn stated that an owner has lost their key and wasn't sure how to get a new one.

- Meeting adjourned at 8:35pm with next meeting to take place on Tuesday, March 17, 2020 at 6:30pm at the Wibben Residence. Kaitlyn will get Agenda out early so that it can be posted on the bulletin board.