

Sherwood Park Homeowners Association

Meeting Minutes

Date: Oct 24, 2025

Time: 3:00PM

In attendance: Kevin Clark, Kathy Richins, Jim Peer, Jordan Matthews & Kaitlyn Linford (HOA Mgmt)

Absent: Colt Fowers & Shane Stansfield

Guests: Richelle Ward

- Board Meeting called to order by Board Members at Golden Spike Realty Office at 3:00pm.
- Owner Discussion: Time was turned to Richelle Ward to discuss architectural changes to the flower bed made and care for the bushes in the flower beds. She presented the Board and Mgmt with paper work explaining discussions about the matter. The Board explained the confusion and their decision with the flower bed architectural changes. Mgmt previously had discussed the request with the landscaper who stated that they would trim the bushes that were not previously included in the landscape contract. The landscaper does not believe it will add too much time to the maintenance. At spring estimates it will be evaluated off of the time it took the remainder of the year to have them trimmed. The Board and Owner felt that was reasonable for the time being so that they were trimmed. Richelle presented a request for the HOA rental list. The Board had previously discussed the Owner's request and as per legal council denied the request as it included other Owners private information. Richelle stated that she was in need of the information as per the request from her attorney working on her Trust so that once she passes her Unit will transfer to her son. The Board clarified to Richelle that once she passes and her son takes Ownership he would not qualify to rent because of the CC&Rs requirements with owning the Unit for a period of time before being able to rent. Richelle stated she understood this. The Board & Mgmt understood, however due to privacy requirements could not fulfill the request. All discussed matter to figure out a way to submit the requested information without breaking any privacy requirements to other Owners on the waitlist. It was decided that the wait list would be sent to Richelle with all the information blacked out save her own showing which number she is currently in place on the rental wait list. Richelle agreed that this would suffice. Mgmt will put this together and send over to Richelle.
- Board Positions were voted on. It was voted all in favor that Kevin Clark shall be President, Kathy Richins shall be Vice President & Colt Fowers shall be Treasurer.
- Bank Signers: It was voted all in favor that Jonah Heller shall be removed from the HOA bank accounts at Goldenwest Credit Union and that Kathy Richins shall be added to the account as a key executor and bank signer and that Kevin Clark and Kaitlyn Linford (HOA Mgmt) shall remain on the account with no change. It was discussed that the final pool maint payment needed to be signed however with Jonah being the current signer and no longer on the Board the check still needs to be signed by a second signer. The Board approved that Kevin be permitted to sign the check himself as the second signer.
- Board Responsibilities, Conduct, Voting, & Unity were discussed and reviewed.
- Sept Annual Owners Meeting Minutes were reviewed. Board approved meeting minutes. Meeting minutes will be posted to the HOA website www.goldenspike Realty.com/sherwoodpark and placed in the flyer box located at the pool.
- Financials: Kaitlyn reported that as of Sep 30, 2025 the Checking acct balance was \$397.73 the Money Market Savings Acct balance was \$240,166.41, and the Savings Acct balance was \$5.06. Owner Balances report was reviewed and stated that 4 Owners are past due. The Account Register was reviewed and expenses discussed. Mgmt noted that the Riverdale City bills have been coming down a little since the Aug payment due to Owners having reported finding and repairing repairs. It is hoped that the bill will continue to come down as repairs are made. The Profit & Loss report was reviewed. It was reported that the HOA continues to be over budget on HOA dues from Owners paying ahead for the year. The HOA is over budget in the following expenses: Insurance, pool repairs, Professional/Legal Fees, Exterior Repairs, and Sewer/Water by a large amount of \$32,053.92. Reserve Expense for the year so far have been: Concrete and Plumbing line Repairs, which are offset by the Reserve Income Transfer. The HOA is also under budget in their Reserve Expense transfers by \$12,000 and will possibly end up being more than that by the year end. All other expenses are on budget or under budget at this time. The HOA is no longer over budget but many expenses have been cut due to the limited funds. It was also noted that the Interest Income from Savings accounts has been moved as per the Accountants

recommendation. This helps Owners in seeing the true net income in checking and then the interest income added to the Savings. The Voting of the Capital Assessment was discussed. As per the CC&Rs the Board can hold a Special Meeting to conduct a new vote with a different voting option, they can increase dues as per the CC&Rs and notify Owners or they can wait until the next Annual Owners Meeting in 2026 to further discuss and post a new vote to Owners. The Board discussed and voted that they will go through the next year with the proposed Reserve Expenses, review the updated Reserve Study that will be done shortly and discuss a new option in 2026.

- Snow Removal estimates were reviewed from previous vendor Kevin Read and Pro Landscape Utah. After review the Board voted to go with Kevin Read as his option was less and as he has done a good job in the winters past.
- Maintenance: Roof Replacement is scheduled to begin Oct 27th, they hope to begin sooner. Siding Repairs are scheduled to begin end of Oct as well. The Board reported a new unit that will need siding repairs within the patio area. It will be added to the 2026 list to be completed. Hydrant replacement has not made any progress as Mgmt has not had time with assisting with all the water line repairs but will report as soon as there is new info on how to have it replaced and what the cost will be. Drain Tech cleared the drains located on Coachman and the drain along Brookshire, both are clear now and should be running smoothly. Fall bush trimming has started and will continue over the next couple of weeks. Fall leaf cleanup started but will continue through Nov when contract ends. The Board discussed making sure that the landscapers blow out flower beds and rake up where needed as well. Gutter clean out has not officially begun yet as there are still a lot of leaves on the trees. Gutters that are already full will be cleaned out to ensure that further overflowing issues don't take place but will need to be cleaned again as more leaves fall. Water line repair will take place next week. When Groundworks finds the break they will contact Mgmt with updates. The Board discussed having two shut off valves to two buildings replaced. Both are in bad shape and are difficult or unable to be turned off. The Board reviewed the estimate from Hooked Up plumbing. The Board discussed that the valves should be repaired and that it would be beneficial to have them replaced the same time that Groundworks is doing there repairs so that water only has to be shut off once. Mgmt will see if this can be coordinated.
- Pool: Kevin reported that the leak in the pool was found and properly repair. Now that it is repaired it will mean filling the pool back up as it cannot be left empty for the winter.
- Owner/Other Discussion: An Owner sent Mgmt about doing sub-metering and the possible benefits. The Board discussed and stated that when previously looked into the pricing to install this and the fees to have it monitored did not seem worth it to them. Since it had been awhile since it had been looked into it was suggested to look into it again and see what pricing would be for both installing and for monitoring the system as well. It was discussed that there has been some issues with the RV area gate being left unlocked. One Owner has been spoken to about this but if the matter keeps happening all Owners using the area should be reached out to make sure that it does not continue to happen.
- Next Meeting is scheduled for Nov 21st with time and location TBA after discussing with other Board Members not present. Meeting time and location will be posted to the HOA website. Any change to meeting date, time or location will be posted to the HOA website.
- Meeting Adjourned at 5:09pm.