

# Armory Park del Sol Homeowners Association

## Board of Directors Meeting Minutes

**Date:** January 17, 2022  
**Time:** 5:30 PM  
**Location:** Via Zoom

### CALL TO ORDER

The meeting was called to order at 5:32 PM.

### ROLL CALL

Board Present: Michael Katz - President  
Priya Okun - Vice President  
Mike Radcliff – Treasurer  
Beth Murphy - Secretary  
Shirley McGhee- Landscape Chair

Homeowners Present: Stephen Bess, Philip Hastings, John Heyl, Kathy Heyl, Dale Keyes, Susan Klement, Diane Nissen

Management Representative: Erica Rivera, Cadden Community Management (CCM)

Minute Taker: Beth Murphy, HOA Secretary

### QUORUM (Requirement is a majority of directors):

A quorum was present to conduct the Board of Directors meeting.

### APPROVAL OF MINUTES

- Motion: To approve the minutes for the November 15, 2021 Board of Directors meeting as written. Mike Radcliff moved, Shirley McGhee seconded, motion passed unanimously.

### REPORTS

- **President's Report:** No report.
- **Treasurer's Report:**
  - Mike Radcliff reported that the APdS HOA budget was only \$1800 over budget for 2021, despite no increase in HOA dues for this period.
  - Mike Katz noted two bills needing further investigation:
    - Water bills: 3 zones were billed at double the rate of a year ago. Mike Katz asked Erica Rivera to investigate and report back to him. Shirley McGhee will meet with the landscaping crew and ask them to check the system.

- Street light bills: these bills are normally \$160-\$170 per month, but in November the bill was \$400 and in December \$.53. Mike wondered whether there is a TEP billing problem or whether a recent repair was included in the November bill. Mike asked Erica River to investigate and report back to him.
- **Manager's Report:** Erica Rivera went over her written report of activities and noted the following:
  - She recently sent out first-of-year statements and the budget report.
  - She coordinated the repair of two lamp posts.
  - She continues to look for street sign mock-ups for internal sidewalks.
- **Architectural Review Committee Report:** Matt Fischler submitted a written report stating that there were no recent architectural requests.
- **CC&Rs Compliance Committee Report:**
  - Erica reported that most recent issues are fascia painting and landscape/weed issues. Currently homeowners are given six months for fascia painting and 12 months for whole house painting.
  - Details of current issues to be discussed in Executive Session.
- **Clean and Safe Committee Report:** Carole Baumgarten reported that there are currently no light outages.
- **Landscaping Committee Report:** Shirley McGhee reported that:
  - The committee is working hard on updating the landscaping guidelines and the plant list. She hopes to have the policies in good shape by the annual meeting in February. She also noted Susan Klement's outstanding work in cleaning up the documents.
  - Five trees that were removed last year need to be replaced, and she will hopefully have plans in place for this by February.
  - She is overseeing more carefully the work of the landscaping crew. She has asked them to move forward on pruning due to our mild winter this year.
  - Tree trimming will be coming up in the next quarter. She noted that the ironwood trees in Ashley Park were trimmed.
- **Hospitality Committee Report:** Priya Okun reported that the committee continues to greet new neighbors. There are no plans for community social events due to the continuing pandemic.
- **Nominating Committee:** Mike Katz noted that Carole Baumgarten again served as the nominating committee for next year's slate of board directors. Mike Radcliff is stepping down from the board and John Heyl has agreed to run for the board. Mike Katz, Shirley McGhee, Beth Murphy and Priya Okun are also running for reelection. Mike Katz proposed that election voting be done by electronic format this year. He has tested the Election Buddy software with the board and a group of homeowners.
- **Motion:** to approve the use of Election Buddy software for the upcoming board election. Beth Murphy moved, Shirley McGhee seconded, motion passed unanimously.

## **OLD BUSINESS**

- **Landscaping**
  - Tree Maintenance Update: see Landscaping Report above.
  - Plans for 2022: No plans yet as the committee is still working on guidelines.
- **Drainage system inspection 2021.** Installation of rip rap has been completed. Mike Katz asked Erica Rivera to schedule the next inspection in May/June.
- **Lighting North of Ott:** Erica Rivera is still seeking bids. Mike Katz asked Erica Rivera to determine if lighting is still an issue for John Giovando, the homeowner, since this agenda has been unresolved for some time.
- **Potholes:** No updates. Erica Rivera submitted another request last month. Mike Katz asked her to follow up on previous submissions.
- **House Numbers at walkway entrances:** See Manager's Report above.

## **NEW BUSINESS**

- **Ashley Park Shade Ad Hoc Committee:** Susan Klement went over the written report from the committee. The committee members were herself, Stephen Bess, Kathy Heyl and Diane Nissen.
  - The committee expressed concern about cost, as any option that they explored was expensive.
  - They were concerned about where the shade should be, which depends on the many uses suggested by homeowners.
  - They considered the effect of changes on the nearby neighbors.
  - They all felt that the addition of trees was the best option, even considering such issues as maintenance, water and debris. They recommended that large trees be planted so that the park will be shaded in the near future.
  - Mike Katz authorized the use of a landscape designer, Steve Greedy, to assist the committee. The budget includes funds for this purpose.
  - Mike Katz asked the committee to submit any budget request for the project for the 2023 budget year.
- **Review of Bylaws:** Mike Katz noted that the HOA's Bylaws were last reviewed in 2009 and need to be updated. He will call for volunteers from homeowners. Susan Klement volunteered.

## **CALL FOR AUDIENCE/HOMEOWNER INPUT**

- Diane Nissen inquired about sewer odors from shower drains. She was referred to ideas submitted by homeowners recently on the neighborhood listserv.

## **ACTION ITEMS:** Erica Rivera will:

- Investigate the water bills for the three zones that are doubled in cost compared to last year and report back to Mike Katz.
- Investigate the TEP bill for two street lights to determine if a repair was included in the \$400 bill for November and why the December bill is only \$.53, and report back to Mike Katz.
- Schedule the next drainage inspection in May/June.

Armory Park del Sol Homeowners Association

Board of Directors Meeting

January 17, 2022

- Contact John Giovando to determine whether lighting outside his home is still an issue and report back to Mike Katz.
- Follow up on pothole requests.

**NEXT MEETING:**

- **Date for 2022 annual meeting:** February 21, 2022 is the date set for the annual meeting, opening at 5:30 PM and starting at 6:00 PM in a virtual format. A board organizational meeting to determine officers will follow.
- The next regular meeting of the board is scheduled for March 21, 2022 at 5:30 PM.

**ADJOURNMENT:** The meeting adjourned at 6:39 PM.