

Armory Park del Sol Homeowners Association

Board of Directors Meeting Minutes

Date: January 18, 2021
Time: 5:30 PM
Location: Via GoToMeeting

CALL TO ORDER

The meeting was called to order at 5:35 PM

ROLL CALL

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

Homeowners

Present: Carol Bender, Kathy Heyl, Susan Klement, Jan Mulder

Management

Representative(s): Rachele Sanchez, Cadden Community Management

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 16, 2020 Board of Directors meeting. Mike Radcliff moved, Priya Okun seconded, motion passed unanimously.

REPORTS

- **President's Report:** No report.
- **Treasurer's Report:**
 - Mike Radcliff reported that we exceeded the 2020 budget by 2.5%, and the landscape by 10%, mainly due to extensive tree work.
 - Mike Katz noted two excessive bills for November: a water bill for \$1241.15 and a landscaping bill for \$3284.50 (exceeds contracted amount). After discussion, it was agreed that Rachele Sanchez would grant Mike Katz and Michael Radcliff access to the Cadden billing system, so that they can directly view any bills in question.
- **Manager's Report:** Rachele Sanchez reported that:

- Ballots for the annual meeting will be sent out this week to homeowners. Because we will have a virtual meeting this year, homeowners must return ballots by noon on the day of the meeting, February 15, 2021. They may either mail ballots in by regular mail or scan and email their ballots in. Mike Katz asked Rachelle to explore the possibility of an electronic ballot form for those without a scanner and report back to him.
- She contacted two arborists, who have now met with Mike Katz and Shirley McGhee. See New Business below.
- Rachelle described the invoice and payment process, as our landscape company has complained about an ongoing issue with slow payment. She stated that she approves bills for payment within two to three days, and then they are forwarded to the Finance Department for payment.
- The board also reviewed previous outstanding action items with Rachelle, as noted in Old Business below.
- **Architectural Review Committee Report:** No new requests.
- **CC&Rs Compliance Committee Report:** No report.
 - Details of current issues to be discussed in Executive Session.
- **Clean and Safe Committee Report:**
 - The committee has been submitting weekly requests on lights needing to be replaced.
 - Susan Klement has sent Mike Katz a new letter for distribution to homeowners asking for updates of the HOA map and directory. She was unsure about contact information for new homeowners. Rachelle will provide a list of new homeowners to Susan, Mike Katz, and Priya Okun.
- **Landscaping Committee Report:** Shirley McGhee reported that:
 - The HOA needs updated plant guidelines for homeowners. She recently met with Steve Greedy, a PCC landscape class instructor, and a contractor who has done several landscaping projects for homeowners in the HOA. He has proposed to make the guidelines a class project at no cost to the HOA. The project would be completed by May.
 - She and Mike Katz met with two arborists, as reported below in New Business.
- **Hospitality Committee Report:** Priya Okun reported that:
 - The committee is currently not making home visits to new homeowners due to the pandemic. They are, however, sending out welcome letters that include neighborhood information, such as the map and directory, list serve, etc.

OLD BUSINESS

- **Drainage system inspection:** These items remain outstanding and are listed in action items below.
- **Landscaping:** See New Business below regarding arborist consultations.
- **Lighting north end of Ott:** Rachelle has contacted a solar lighting company and an appointment will be scheduled soon. This item remains outstanding and is listed in action items below.

- **Potholes:** Rachelle has submitted a work order to the city and has received acknowledgement. This item remains outstanding and is listed in action items below.
- **Review of Governing Document Noncompliance Procedure (last revised 2011):** This item remains outstanding and is listed in action items below.
- **Dog leashing signs:** The signs are ready. Rachelle will arrange for a handyman to install the signs at the dog waste stations. This item remains outstanding and is listed in action items below.

NEW BUSINESS

- **Tree Maintenance Proposal:** Shirley McGhee and Mike Katz met with two arborists. Brightview Tree Service submitted an extensive proposal, but the other company has not submitted a proposal to date.
 - Brightview's arborist, Petr Chylik, is certified and has 20 years of experience, including 12-15 years with desert trees.
 - The Brightview proposal included extensive photography and specific recommendations for all trees in the HOA. It included a three-year plan, with priority work for the first year.
 - The terms and conditions of the contract include a full, up-front payment. Mike Katz will initiate a discussion with the contractor about splitting up the contracted amount into at least two payments.
 - **Motion:** Beth Murphy moved and Priya Okun seconded a motion to move forward with the Brightview proposal, with a one-year \$18,225 contract to complete tree removal and pruning on approximately 93 trees, with payment to be split up into at least two payments. Motion passed unanimously.

CALL FOR AUDIENCE/HOMEOWNER INPUT

- Susan Klement expressed concern that the tree work be completed if not prior to February rains, at least by the summer monsoon rains.

ACTION ITEMS:

- Rachelle Sanchez will:
 - Grant access to Mike Katz and Mike Radcliff to the Cadden billing system.
 - Explore the possibility of an electronic ballot form for the annual meeting, for those without a scanner, and report back to Mike Katz.
 - Provide a list of new homeowners to Mike Katz, Susan Klement, and Priya Okun.
 - Check with the water department and report back to the board on an item "BPA 4-day compliance" for \$76.51 related to 393 S 3rd.
 - Research when and why a drainage scupper at Lot 34 (507 E Anatole St) was removed and filled with concrete. This item might involve a concrete contractor/invoice.
 - Prepare a list of items from the drainage inspection report and draw up a work order for the landscaping crew.
 - Research solar lighting solutions for the north end of Ott.
 - Follow up with the city on pothole work orders.

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- Submit the Governing Document Noncompliance Procedure to Cadden Management for statutory review and report back to the board.
- Arrange for a handy man to install dog leashing signs at the dog waste stations.
- Mike Katz will
 - Discuss a payment plan with Brightview Tree Service that would split up the contracted amount into at least two payments.

NEXT MEETING: The annual HOA meeting is scheduled for February 15, 2021 at 5:30 PM. The next regular Board of Directors meeting is scheduled to immediately follow the annual meeting. The next regular meeting of the board will be March 15, 2021 at 5:30 PM.

ADJOURNMENT: The meeting adjourned at 7:00 PM.