

Armory Park del Sol Homeowners Association

Board of Directors Meeting Minutes

Date: November 16, 2020
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: Kathy Heyl, Susan Klement, Bridget Radcliff

Management

Representatives: Rachelle 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 September 21, 2020 Board of Directors meeting with corrections. Mike Radcliff moved, Priya Okun seconded, motion passed unanimously.
- Motion: To approve the minutes for the October 19, 2020 Board of Directors meeting with corrections. Priya Okun moved, Shirley McGhee seconded, motion passed unanimously.

REPORTS

- **President's Report:** No report.
- **Treasurer's Report:**
 - Mike Radcliff reported that the September-October operating account revenue and expenses remain consistent with past fiscal year data. However, as previously discussed by the board, our tree maintenance budget of \$12,300 has been exceeded, at \$17,935 as of 10/31/20.

- Mike Katz noted two excessive water bills for the past two months at approximately \$1000 each.
 - He asked Rachelle Sanchez to:
 - Report excessive bills to the board before they are paid.
 - Check with the water department and report back to the board on these bills.
 - 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
- **Manager’s Report:** Rachelle Sanchez reported that:
 - She completed a walk through of the development with Mike Katz, Shirley McGhee and Tom Skinner.
 - She met with two companies to obtain bids for removal of two palo verde trees.
 - Two potholes were filled by the city, and she will inventory the property for others.
 - She is expecting bids for light pole repairs at 481 E Downtown and concrete repairs at 505 E Downtown.
- **Architectural Review Committee Report:** No new requests, no report.
- **CC&Rs Compliance Committee Report:** No report.
 - Details of current issues to be discussed in Executive Session.
- **Clean and Safe Committee Report:** No report.
- **Landscaping Committee Report:** Shirley McGhee reported that:
 - Two palo verdes need to be removed and bids are being submitted.
 - The board needs to consult with an arborist. The board asked Rachelle Sanchez to research arborists and report back to the board for possible consultation(s).
 - Spring planting is on hold due to high tree maintenance expenses. However, homeowners may replace plants at their own expense, in coordination with the landscaping committee.
- **Hospitality Committee Report:** No report. No future activities planned due to the pandemic.

OLD BUSINESS

- **Drainage system inspection:** Mike Katz asked Rachelle Sanchez to:
 - Research when and why a drainage scupper at Lot 34 was removed and filled with concrete.
 - Prepare a list of items from the drainage report and draw up a work order for the landscaping crew .
- **Landscaping:** See above.
- **Lighting north end of Ott:** Mike Katz asked Rachelle Sanchez to research solar lighting solutions for this dark area.
- **Potholes:** Make Katz asked Rachelle Sanchez to make an inventory of potholes and submit a work order to the city.

- **Review of Governing Document Noncompliance Procedure (last revised 2011):** Mike Katz asked Rachelle Sanchez to submit this document to Cadden Management for statutory review and report back to the board.
- **Dog leashing signs:** Mike Katz asked Rachelle Sanchez to follow up on the status of dog leashing signs that were to be posted at waste stations.

NEW BUSINESS

- **Web site audit:** Beth Murphy audited the HOA's web site and reported on a number of updates needed. The board indicated their approval for her to proceed.
- **Communication between board, staff and vendors.** Mike Katz noted our continuing need to ensure good communication and follow-up on all HOA requests.

CALL FOR AUDIENCE/HOMEOWNER INPUT

- Susan Klement mentioned several landscaping items, to be followed up by Shirley McGhee.
- Kathy Heyl mentioned a potential light pole issue at her house.

ACTION ITEMS:

- Rachelle Sanchez will:
 - Check with the water department and report back to the board on the two recent \$1000 bills.
 - 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 arborists and report back to the board for possible consultation(s).
 - Research when and why a drainage scupper at Lot 34 was removed and filled with concrete.
 - 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.
 - Make an inventory of potholes and submit a work order to the city.
 - Submit the Governing Document Noncompliance Procedure to Cadden Management for statutory review and report back to the board.
 - Follow up on the status of dog leashing signs that were to be posted at waste stations.

NEXT MEETING: The next regular Board of Directors meeting is January 18, 2021 at 5:30 PM. The annual HOA meeting is scheduled for February 15, 2021.

ADJOURNMENT: The meeting adjourned at 7:10 PM.