

Armory Park del Sol Homeowners Association

Board of Directors Meeting Minutes

Date: September 21, 2020
Time: 5:30 PM
Location: Via GoToMeeting

CALL TO ORDER

The meeting was called to order at 5:30 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, Dan Papaj, Randy Sue Trujillo

Management

Representatives: Becky Hutchinson, Cadden Community Management
Kathy Thygersen, 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 July 20, 2020 Board of Directors meeting as submitted.
Mike Radcliff moved, Priya Okun seconded, motion passed unanimously.

REPORTS

- **President's Report:** No report.
- **Treasurer's Report:** Mike Radcliff reported that:
 - July-August 2020 operating account revenue and expenses remain consistent with past fiscal year data.
 - Ongoing issues: Tree pruning and tree removal/replacement will be an increasing cost in coming years. We had comparatively lower expense related to tree damage this year due to a dry monsoon season.
 - Mike Katz noted two higher than normal items in the August budget: landscaping expense at \$3575 and water expense at \$742. He asked Becky to check on these

items and report back to the board. He also requested that Becky provide copies of monthly water bills to the board.

- **Manager's Report:** Becky Hutchinson, in addition to her regular activities, reported that:
 - The drainage inspection testing has been completed, including the French drain.
 - The pre-monsoon tree trimming project has been completed.
 - She initiated bids with two vendors regarding painting of front yard light poles.
 - She initiated the budget planning process with the treasurer.
- **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.
 - The board conducted a public hearing with homeowner Randy Sue Trujillo regarding her overnight use of the guest parking area. The outcome of the hearing was to be decided in the board's Executive Session following the regular meeting. The homeowner will receive written notice of the outcome.
- **Clean and Safe Committee Report:** No report.
- **Landscaping Committee Report:**
 - Many trees are stressed due to excessive heat during the summer, even with adequate watering. Shirley McGhee and Tom Skinner have started to discuss tree replacement with Clay Smith of McColley Smith Landscape.
 - The board discussed possible replacement trees for Ashley Park as well as a shade structure (sail cloth). Becky Hutchinson will investigate possible shade structures and costs and report back to the board.
 - Many plants also suffered/died due to excessive heat and will need replacement. Our current budget for plant replacement is only \$225. Becky Hutchinson will clarify with Clay what his policy/guarantee is regarding plant replacement done by the landscaping crew.
 - Mike Katz noted that we will need a proposal from the committee for tree and plant replacement before taking action.
- **Hospitality Committee Report:** No report. No future activities planned due to the pandemic.

OLD BUSINESS

- **Drainage system inspection:** completed.
- **Irrigation system replacement project:** completed.
- **Pre-monsoon tree trimming project:** completed.
- **Lighting north of Ott:** Becky Hutchinson will pursue new bids.
- **Potholes:** Becky Hutchinson follows up with the city on a regular basis. The city is backlogged with requests.

NEW BUSINESS

- **Communication between the board, staff and vendors:** The board discussed ways to ensure good communication, including:

- Making sure that Becky Hutchinson is the central conduit for communication with vendors so that she can ensure progress and follow up.
- Making sure that Becky is aware of and/or initiates all bids requested of vendors.
- **Review of Governing Document on Noncompliance Procedures:** Mike Katz introduced the document and asked board members to review it before the next board meeting.
- **Listing of action items on minutes:** The HOA secretary will implement this with these minutes.

CALL FOR AUDIENCE/HOMEOWNER INPUT

- **Homeowners using guest parking overnight:** Several homeowners mentioned problems with homeowners parking overnight in guest parking areas. The board will need to know the address of the homeowner(s) involved before taking action.
- **Unleashed dogs:** Susan Klement suggested that the community be reminded of the requirement to leash dogs and that signs be posted. Becky Hutchinson will obtain signs to be posted at pet waste stations.

ACTION ITEMS:

- Becky Hutchinson will:
 - Prepare a draft budget in conjunction with the treasurer for the special budget meeting on October 19, 2020.
 - Check into August's high landscaping expense of \$3575 and water expense of \$742 and report back to the board.
 - Provide copies of monthly water bills to the board.
 - Investigate shade structures for Ashley Park.
 - Clarify with Clay Smith what his plant replacement/guarantee policy is for planting done by his crew.
 - Solicit bids for solar lighting for the area north of Ott.
 - Obtain signs regarding required dog leashing, to be posted at pet waste stations.
- All board members will review and be prepared to discuss the Governing Document on Noncompliance Procedures at the November 16, 2020 board meeting.

NEXT MEETING: A special budget meeting is scheduled for October 19, 2020. The next regular Board of Directors meeting is November 16, 2020 at 5:30 PM.

ADJOURNMENT: The meeting adjourned at 7:00 PM.