

2019 ANNUAL MEETING MINUTES

PRSV Homeowners Association

February 20, 2019 | 5:31 p.m. at 640 Belford Ave. | Meeting called to order by Mark Shoberg, Bray HOA

In Attendance

Mark Shoberg
Ali White

Douglas Nieman
Anna Rickenbach
Phil Jones
Melissa Jones
Kacie Chaffin
Rachel Sparrow

Ralph Hamblin
John Storheim

Notice of Quorum Achieved

With four proxies received and eight Unit Owners present, it was announced that quorum had been achieved.

Introductions

Mark Shoberg introduced himself as the HOA Manager for Bray Property Management. Ali White was introduced as a CAM licensed manager for Bray HOA Management. Douglas Nieman introduced himself as the Vice-President of one year and John Storheim introduced himself as the President for the last four years.

Approval of Previous Years' Minutes

Mark Shoberg called for a motion to approve the 2018 Annual Meeting Minutes.

Motion: Douglas Nieman

Second: Melissa Jones

The approval of the minutes was passed unanimously, with all eight (8) members in approval.

Discussion on Upcoming Projects

Mark Shoberg opened the discussion on explaining some of the events that had transpired over the past six-to-twelve months. On the south side of Preserve Lane, there has been a long series of events in order to get some of the homeowners hooked up to the irrigation system. They engaged an engineer to get a full report in how to install irrigation lines to two homes on the south side of the property. Ben, with Ben Diggen, will begin April 1st

to work with the pumphouse and installing an adequate irrigation system to provide enough pressure. Mark Shoberg estimated the cost to be roughly \$4500.

Over the last year, many of the irrigation lines and broken sprinkler heads have been fixed, costing around \$1500 in repair costs.

John Storheim: How does Ben Dikken intend to deal with the filtration repair? It tends to pile up with silt and should be cleaned out every 1-2 weeks. The concern is that there will be a loss of water pressure.

Mark Shoberg will coordinate with Ben and inquire further about the proposed filtration system. It is the belief at the time of the meeting that separate zones will be set up.

Doug Nieman: The HOA is pressurizing and providing irrigation to those Lots?

John Storheim answered by stating that a pond/cistern will need to be filled in order to utilize the irrigation system.

Doug Nieman mentioned that the pond is on his land as an easement. The pond is higher than the ditch. He was able to put on a check valve at his own expense. In case of any future water rations, the check valve and the water level need to be monitored.

Ralph Hamblin: Will the south side have a cistern bladder/vault?

Mark Shoberg said that the cistern will fill to utilize twelve hours per week to use the two shares of water allotted.

Doug Nieman: Concerned with the proposed change to the Association. The idea that a pump will fill three ponds with twelve hours' worth of water per week seems unreasonable. It is not the responsibility of the HOA to supply irrigation water to the homeowners.

Mark Shoberg mentioned that there are only two homeowners who are asking for irrigation access.

Rachel Sparrow (one of the homeowners requesting irrigation access): The pond that is being installed on her property is not for irrigation access. They currently have a drip system installed and want irrigation access for a sprinkler system.

Mark Shoberg opened discussion on the road. The road is private and all maintenance and care for the road is the responsibility of the Association. Currently, the price retrieved from Seal Co in order to reseal one patch in the road is \$3640. That would include the 70 sq. ft. of surface area.

John Storheim: There is a question on the "speed bump". There is a concern because the "bump" was not anything installed which means the heaving of the road happened very rapidly. There is a worry that the heaving could be caused by an increase in water underneath the asphalt.

Mark Shoberg resolved to connect with Jim with Seal Co and get him to investigate the issue.

Following the meeting, Doug Nieman reached out to Ali White and stated that he noticed a utility company was near the heaved area performing maintenance. Doug Nieman requested an investigation into whether or not the utility company was responsible. Ali White volunteered to investigate the issue. Following the information, Mark Shoberg recovered information from the utility company that the heaving was a result of the work performed. Mark Shoberg will follow up with the company when their work is complete.

Melissa Jones: Expenses for the roads need to be voted on before work is performed; per the Covenants of the Association.

[Per Article V, Section 30, Private Road: “The owners of Lots 1, 2, 3, 4 and any expansion lots shall share all costs associated with the operation and maintenance of the private road on a pro rate basis. A majority of all benefitted lots shall agree in writing to incur any expense relative to the private road.”]

There was discussion on how to resolve a dip issue near one of the corners of the road (right at the corner; roughly 8-10 inches deep). A suggestion was made by John Storheim to put another Animal Crossing sign by the hole and also fix some of the signs. Ralph Hamblin mentioned the signs were made and produced by Platinum Signs. Mark Shoberg resolved to reach out to Platinum Signs and commission them to make more signs for the Association.

John Storheim: The landscaping is in need of some attention come Spring. The front of the drive needs to be more dressed up, there is grass growing through the bushes, etc.

Mark Shoberg resolved to follow up with the landscaping vendor and request preemergent and have the front area “spruced up”.

Ralph Hamblin: Years prior, many members of the Association would come together and do cleanup projects around the neighborhood (i.e., mowing grass, cutting down weeds, watering landscape, etc.). Should the Association partake in another “community bonding” event?

Resolution: schedule the “event” for the second Saturday in April (April 12th). John Storheim suggested sending out a postcard to members of the community. It would not be a block party but homeowners could bring food, drinks, etc. Ralph Hamblin mentioned requesting homeowners to bring their own weedwhacker and/or chainsaw(s).

Ralph Hamblin: There used to be lighting on the mailboxes. It made it a lot more convenient for owners to check their mail at night. They used to have two motion sensor lights. It was believed that one fell and broke and the other was stolen.

John Storheim suggested getting a bid for replacing the lights. Mark Shoberg estimated the cost to be (materials and installation included) would be \$250. It was resolved the purchase the lights.

Melissa Jones: Does the Association pay for snow removal?

Mark Shoberg mentioned the current vendor is Stabl-EZE. Melissa asked what the vendor does. She recalled a weekend where there was very little snow and she saw a snow plow through the community. Mark Shoberg mentioned the biggest reason for having the vendor is for the ice melt.

Ralph Hamblin asked how much the vendor charged and how often the Association was charged. Mark Shoberg answered that the vendor charged by the visit (roughly \$200 per visit, plus the material cost for the ice melt).

John Storheim suggested having homeowners call and complain if they believe the snow plow is coming out too often.

Budget

The discussion on the 2019 budget was opened by Melissa Jones. Melissa opened discussion in explaining the purpose of the “assessment rubric” designed by the original developer(s). Melissa passed out an explanatory budget based on the original rubric.

There has been a misunderstanding by management in the past that the formula was a percentage; when, in fact, the assessments need to be charged per expenses utilized. However, following the detailed explanation by Melissa Jones, the miscommunication has been nullified and new budgets will follow the rubric designed by the Association’s declarant(s).

In the subdivision, each Lot is not assigned a flat rate of dues each year. Each Lot’s dues are based on the expenses for which each Lot is responsible. For example, 22 out of 26 lots have access to and utilize the private road (Preserve Lane). Therefore, only those 22 lots pay for the road maintenance/upkeep.

A secondary example outlined is Lot G. This lot does not have access to, nor was it granted access to, the irrigation system. Therefore, only Lot G is exempt from paying for the irrigation-related expenses.

Doug Nieman mentioned that basing the year’s assessments on a budget is not always the more effective option. Melissa Jones reiterated that the design for the assessments was made and enforced by the original CC&Rs of the PRSV; therefore, if a change is wanted by the members, a vote would need to be taken in order to change the original CC&Rs.

Melissa Jones: The 22 lots who have access to the road have been overpaying in dues and those four units who do not access the road have been underpaying. Assessments need to be reallocated.

Bray HOA Management resolved to reallocate the dues and re-invoice for the 2019 year. Those with a credit balance will get a choice on whether to rollover the credit to the 2020 year or to get a refund.

John Storheim: Expenses such as lighting for the post office boxes, as discussed in the previous section, would come out of which budget category?

Mark Shoberg mentioned that the amount for the lighting and installation could come out of the Reserves.

John Storheim: Perhaps the budget should also be changed to add a higher cap reserve (it was proposed in the Bray budget at 10%). The concern is that the cost of repairing/replacing the road in the future is much higher than what is being budgeted for in the Reserves.

Mark Shoberg suggested increasing the Reserve allocation from 10% to 15%.

Melissa Jones stated that the HOA had looked into replacing/resurfacing the road and how much it would cost.

Ralph Hamblin mentioned that the estimate to replace the road 2-3 years prior was around \$80,000. However, a recent bid showed a significant increase in costs so that to replace the entire road would be roughly \$2–300,000.

The current Seal Co bid was for preventative maintenance on the road every two years. Doug Nieman mentioned that Seal Co makes the road look clean and curb appealing, but does little to help fix the road. It

was suggested that Chip Seal might be a better option. The cost would be higher than Seal Co but the overall cost versus replacing the road would be significantly less. It could also fix some of the leveling issues. The main road is still structurally sound and a Chip Seal could help maintain it. The term for a Chip Seal is 7-10 years instead of every two years with a Seal.

All homeowners present were in agreement to suspend the Seal Co work and gather bids for Chip Seal instead.

There was a motion to approve the budget for 2019, as prepared by Melissa Jones.

Motion: Ralph Hamlin

Second: John Storheim

Out of the present homeowners, votes were eight (8) in favor and zero (0) against. The budget was approved unanimously.

Elections

As the elected officers only serve for a one-year term, each position is open for election.

John Storheim volunteered to be reelected for his position on the Board.

Motion: John Storheim

Second: Doug Nieman

With all eight (8) votes in favor, he was reelected as President to the Board.

Doug Nieman volunteered to be reelected for his position on the Board.

Motion: Doug Nieman

Second: Anna Rickenbach

With all eight (8) votes in favor, he was reelected as Vice-President to the Board.

Anna Rickenbach volunteered to be on the Board.

Motion: Anna Rickenbach

Second: Melissa Jones

With all eight (8) votes in favor, she was elected as Secretary/Treasurer to the Board.

With no other volunteers to the Board, the election was closed.

Adjournment

With no further business to discuss, Mark Shoberg called for a motion to adjourn the meeting.

Motion: Ralph Hamblin

Second: John Storheim

The vote was unanimous. The 2019 Annual Meeting was adjourned at 6:42 p.m.

Signature

Date

DRAFT