

CCPHA BOARD OF DIRECTORS MEETING MINUTES
1-8-18

Monday, January 8th, 2018 9:01 AM

1. Call to Order and Roll Call

- a. Meeting called to order at 9:01 a. m.
- b. Board Members present: John Moir, Jan Peterson, Bev Stone, Nancy Benzie, Scott Nelson, Carole Johnson
- c. Visitors: Sam Wilson and Lance Lehrkind

2. Review Agenda-Adopt/Amend

- a. Agenda adopted as is.

3. Discussion and approval of Minutes from Last Meeting (December 4th, 2017)

- a. Minutes from 12-4-17meeting unanimously approved.

4. Members presentation to the Board

- a. Randy Smith's presentation regarding driveway repair to quad 1102-1108 Primrose Lane.
 - i. Supporting members: Debora Smith, Bob Reed, John Nadolny, Sherry White for Gary Lynch, Linda Rouch, Linda Phillips, Peggy Dorr, Jeanett Hastings,.
 - ii. Randy Smith is seeking help from the BOD to resolve damages as a result of the work done to repair the driveway in his quad. RS went into detail of specific places of damage, showing supporting photographs. Damages he cited include: more tripping hazards, cracks and damage to corners of cement pads, wider seams than before, and drainage problems that did not exist prior to the work. This repair work was a financial strain on the homeowners involved.
 - iii. Randy Smith contended that the BOD approved this driveway cement repair work without input from the residents, that supervision of the work was absent, and that the integrity of the work was poor, resulting in more damage than before the work was done. His question to the Board was does the BOD feel there is an issue and how can it be resolved?
 - iv. Linda Rouch stated she did not want the repair work done, and now believes that the existing drainage may cause problems (water, moister) in her crawl space, after having remedial work done there. She asked if the Board could create their own rules.
 - v. Lynn Reed stated although no driveway cement repair work was done to the back two units, she believes that a better definition of where homeowner and PHA responsibilities begin and end needs to be clarified.
 - vi. Sherry White, representing Gary Lynch, stated that Gary's address changed and did not receive any communication about this driveway cement repair work. Gary's question is does the Board feel there is an issue and if so, how can it be resolved?
 - vii. Deb Smith asked is the company that did the work liable for the damages, and, can there be compensation for the damage?
 - viii. Bob Reed said the construction on the concrete driveway was shoddy, and not up to the standard that the homes were built. He said the cement repair company must be supervised throughout the work.
 - ix. Peggy Dorr commented that she has a concern regarding the down spouts. John Moir said on past repairs to driveways, down spouts were relocated to reduce water damage

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to driveways. Peggy also wanted to know when the surface repair to the cement driveways would be talked about.

- x. Linda Phillips commented that not hearing about the progress is very frustrating. She hopes communication will be better.
 - xi. John Moir took responsibility. He explained that it is hard to get four owners of a quad to agree to have repair work on driveways done when it is needed. It is then the responsibility of the PHA to care for the Common Areas and Limited Common Areas (in this case, driveways and garage aprons). The Board will convene and work toward a resolution, though it will not relieve the homeowners of their financial responsibility. After the Board meets regarding this issue, the homeowners of that quad will be notified in writing of the possible resolution.
- b. Sam Wilson addressed the Board on several unrelated topics:
- i. Who comprises the Architectural Review Committee?
 - ii. Why was an announcement in Cat Tales made regarding heat tape?
 - iii. Isn't garbage supposed to be put out on street the morning of pick-up?
 - iv. Can the PHA arbitrarily bill RV owners for RV parking? Where is it in CC&Rs?
 - v. Blob of yellow paint must be removed on street, Periwinkle.
 - vi. There are oil stains on the walkway, makes the area look bad.
 - vii. Faded gables on some homes looks awful. They should be painted.

5. Brief discussion and review of Financials.

- a. JM – There are few changes on the financials:
 - i. Insurance has been paid.
 - ii. The first payment to Thompson for snow removal has been made.
- b. Shane is going to do a little work here and there. He will be here to do pruning on a daily basis soon.

6. Presentation & Discussion by Board Members

- a. **Landscape Maintenance...Lawns, Trees and Shrubs (Nancy Benzie & Dan Colesworthy)**
 - i. NB reported that Shane will be pruning around the utility covers, clearing growth that may inhibit utility servicing. There may be some debris from this left on the lawns, but debris will be cleared.
 - ii. NB feels that Shane will need a permanent part-time helper to care for the lawn, trees and shrubs this Spring being that the Village property has grown.
 - iii. DC reported that there is still snow and ice on the south sidewalks of Buttercup. Being that this is public property, those areas should be cleared.
 - iv. DC reported that in the last 9 months there have been 197 calls to the Help Line.
 - v. NB expressed her desire to hire an in-house PHA manager, and recommended that this be added to the agenda of the next Board meeting.
- b. **Facilities Report (Joyce Kurt)**
 - i. JK reported that the exercise bike is down again. She recommends that it be replaced with a commercial grade recumbent bicycle due to its heavy usage and that funding for this purchase be added to next year's budget.

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- ii. JK reported that the #16 breaker with 20amp service continues to flip off. Could that be increased to 25 amps? JM – No, the building is maxed out in electrical service, however he will ask Steve to look at it.
- iii. JK called the heating/cooling service company to re-set the thermostats in the Clubhouse. The heat is working properly now. She will be putting clear lock boxes over the thermostats to prevent tampering with the settings, but will allow the temperature to be adjusted.
- iv. On Tuesday, February 13th the carpets in the Clubhouse will be cleaned. The tiles at the base of the urinals in the men’s bathroom will be replaced before the tiles there are cleaned.

c. Activities Director (Carole Johnson)

- i. CJ reported the Christmas Dinner was very successful. The Social Committee will begin looking for a new caterer due to the retirement of the past caterer.
- ii. CJ has decided upon the type message board to have installed by the Marigold Ave. mailbox cluster. Including installation, it would cost roughly \$300. All Board members were in favor of the purchase.
- iii. JM will research and find the same message board design complete with attached post (to make a more secure installation), and will order it.

d. Covenants Ombudsman (Scott Nelson)

- i. SN had nothing to report.

e. Treasurer (Bev Stone)

- i. BS had nothing to report.

f. Secretary (Jan Peterson)

- i. JP will have the sign-in sheets for residents ready for the PHA meeting in February.
- ii. JP questioned the protocol for running the PHA meeting. Answer: It is run as our Board meetings.
- iii. Welcome Booklet pages will be emailed to Bonnie Walker for printing. There have been several updates, as well as additional supplemental items to include. JP appreciates that Bonnie makes all the copies.

7. New Business

a. Bob Dominick Resignation from the Board.

- i. A motion was made to accept Bob Dominick’s written resignation from the PHA Board of Directors. The motion was seconded. The motion was passed.

b. RV Parking regulations (are we complete with this?)

- i. JM commented that the RV Parking Regulations should follow the same format as previous PHA Board Policies. He composed the regulations as such and shared them with the Board Members.
- ii. Discussion ensued covering several concepts from “charging a fee”, to “renting a space” as residents to compare to use of the Community Center for a function. A motion was

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made to table the discussion until the next BOD meeting. The motion was seconded. The motion was passed.

c. Primrose Driveways follow up.

- i. JM will follow up with the driveway repair situations presented earlier by residents. He also wants to inform them of the structural problems not visible prior to the repair work. JK emphasized that a written response, including reference to the unseen problems of the cement pads, to residents involved is paramount.

d. List of discussion items from Lindsey Wulff .

- i. Lindsey Wulff's most recent questions to the Board were discussed, and answers arrived at. JM will respond in writing to Lindsey with the answers he seeks.

e. Budget proposal for 2018-19 further discussion.

- i. Particular lines in the budget were discussed and clarified.
- ii. Funding as requested for library, and funding for a new recumbent stationary bicycle for the workout room will be included.
- iii. Motion to adopt the budget with the above inclusions was made. Motion seconded. The motion was passed.

f. Findings from the roof inspection process completed

- i. A discussion ensued as a continuation from the last meeting regarding the findings about the roof shingle inspection on 1229 and 1231 Sunrose units.
- ii. JM reported: There are 6 other roofs on Sunrose inspected and found to have similar early degradation. The supplier of the shingles in question has been in communication and JM has supplied them with the information they have requested. They are not cooperating as expected. JM feels at this point an attorney may have to be involved and represent CCPHA as a group to gain cooperation for a resolution on the faulty material used to manufacture the shingles.

g. Exterior home repair process

- i. Discussion of painting at 1225-1231 Primrose (4 Units)
 1. JM reported: Four units on Sunrose have been found to have a problem with the siding surface: the paint that was applied to the siding is diminishing, showing small shiny speckles (the aluminum underneath). The siding company is no longer in business. Sunshine of the Redlands researched a solution which would require a specialty paint. JM is in discussion with the unit owners on the next steps to resolve the problem.

h. Thompson Landscaping discussion

- i. JM has asked for three bids from local landscaping companies for the upcoming season.

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i. Date for PHA Semiannual Meeting - *WEDNESDAY, FEBRUARY 28, 2018 at 7PM.*

j. Date for Next Board Meeting - *MONDAY, FEBRUARY 12, 2018, at 9AM*

8. Actions taken by the Board of the Association

- a. The BOD approved the resignation of Bob Dominick from the Board.
- b. Further discussion on finalizing the RV Parking Regulations was tabled until the next meeting.
- c. The BOD discussed Lindsey Wulff's questions and a written response will be sent.
- d. The 2018-2019 CCPHA Budget was approved.
- e. Three bids from landscaping companies for the coming season are being reviewed.
- f. Date was set for the Semi-annual CCPHA members: WEDNESDAY, FEBRUARY 28, 2018 at 7PM.
- g. Date for next BOD meeting was set: MONDAY, FEBRUARY 12, 2018, at 9AM

9. Motion made to adjourn the meeting. Motion seconded. Motion passed to adjourn at 12:18 PM.

*Respectfully submitted,
Jan Peterson
Secretary
Country Creek Patio Home Association.*