

# **ORCHARD VALLEY WEST HOMEOWNERS ASSOCIATION, INC.**

## **Quarterly Board Meeting**

Thursday, August 27, 2020, at 6:00pm

### **Attendees**

### **Call to Order**

The meeting was called to order at 6:01pm.

### **Announcement of Quorum**

Quorum of 50% was achieved with three Directors in attendance.

### **Review of Bylaws Amendment**

The 2020 Bylaws draft amendment with regard to number of Directors was reviewed. The amendment specifying the number of directors was updated from “five to nine” to “three to five”. The amendment was presented at the 2020 annual meeting and approved by the members. The Board discussed the merits of expanding the number of Directors as this provides for greater community input. The number of Directors will be presented again at the 2021 annual meeting for member vote.

### **Approval of the Previous Meeting Minutes – May 14, 2020**

The previous meeting minutes were reviewed. As there were no recommended changes, Ken motioned to approve the minutes. Mike seconded and the motion carried unanimously.

### **Financials Report**

The August financial reports were reviewed. Also discussed:

- a. Delinquent Accounts – Four owners are past due. Carrie to prepare 30-day collection notice.
- b. The 509 Applewood repair was discussed. Carrie checked with State Farm to determine whether the main line break would be covered by the HOA’s insurance policy. Per the agent, this type of break is not covered.
- c. Financial Audit (3<sup>rd</sup> Party Bookkeeping Review)

As previously discussed, the quotes for a bookkeeping review range from \$1,000 to \$1,500 per 12-month period (basic review) to \$7,000-\$10,000 for a full audit. Specific quote is dependent upon a preliminary review of the records and objectives. The Board discussed the need and benefit. The primary concern with regard to financial records was specific to the management three years ago. As the company is no longer providing management services, and chances to remedy or recover missing funds are minimal, Ken made the motion to not perform an audit at this time. Mike seconded the motion and it carried unanimously.

### **Irrigation Update**

A homeowner reported irrigation water low pressure issues. This appears to be an isolated issue at this time. Ken will reach out to the homeowner to see if their pressure issue is possibly related to their personal system.

The irrigation system will be flushed prior to winterizing. Carrie will work on vendor quotes for both the fall maintenance as well as a 2021 seasonal contract. The quotes are to include spring start-up, winterization, and purging.

The Applewood drainage issue was further discussed. While previous field professionals have noted the increase in the water table is not HOA responsibility, the homeowner continues to express concern their issues are due to the HOA irrigation water. The Board discussed additional investigative options. Sam will discuss with Public Works department to see if there are any options to partner with the City for further testing.

### **Common Elements Update**

- a. D & R Turf is doing a good job maintaining the park. There have been a couple of minor sprinkler repairs. The Board asked to be notified for advance approval if a repair is anticipated to cost \$500 or more.
- b. Carrie inquired about park inspections and with whom they worked with in the past to address this. As there is no current vendor in place for this, Carrie will work with Mountain West to perform an inspection. Ken asked that the shed be inspected, as well, with attention to improving the structure's stability.

### **Policies & Procedures**

The Board reviewed the estimates to draft new policies.

1. The nine policies required by CCIOA would cost approximately \$1,000.
2. Draft two missing policies only would cost approximately \$500.

As all policies require an update to comply with CCIOA, Mike made the motion to approve the nine policies be drafted by the attorney. Ken seconded the motion and it carried unanimously.

The Board will discuss an Animals policy, as well as Exterior Maintenance and Architectural polices as soon as they have more details with regard to cost. Carrie to follow up with the attorney.

### **Compliance Inspections**

Carrie provided the Board with an update regarding community inspections. Ken mentioned the dirt behind 509 Applewood should be smoothed out -an issue left over from the main line repair earlier in the summer. To save on expense of additional clean-up, Ken will take care of smoothing the dirt.

### **Next Board Meeting**

The fourth quarter board meeting will be held on Monday, November 16, 2020, at 6:00pm.

### **Adjournment**

With no further business to discuss, the meeting was adjourned at 7:50pm.

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Board Member Signature

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Date