# **December 6, 2023 Public Board Meeting and Annual Member Meeting**

# **Call To Order**

Meeting called to order at 7:02pm. Evelyn, Gerrit, Don, Bruce, and Bryant are present.

# **Approval of Previous Meeting Minutes**

# **2022 Annual Meeting**

Stephen Read’s name is misspelled in minutes, to be corrected prior to publishing

Kathy Clark moved to approve the minutes with the above correction, Fred Graves seconded, motion approved unanimously

# **Oct 2023 Public Board Meeting**

Bruce motioned to waive reading, motion approved unanimously

Bruce motioned to approve minutes, motion approved unanimously

# **Agenda Changes / Approval**

Agenda changed to add VP report

# **Election of Two Directors**

Stephen Woods briefly introduced himself. Kasie Randolph was not in attendance.

Kelly McNabb from Graham Management tallied the votes

# **Board Approvals since last Board Meeting**

Landscaping of Kirkwood Entrance Monuments - $4600

# **Executive Session Actions Summary**

No actions to report from Executive Session

# **Association Information Reports**

# **President’s Report**

Evelyn described the capital planning process that was completed this year (internal and external assessments), to be used for current and future planning for repairs and replacements in the coming years. Assessment was raised 5% this year (approved in October meeting) because it is obvious from both the internal and external assessments that significant repairs, beyond the capacity of our current reserves and income, will be necessary in 2024 and beyond.

This year we replaced the clubhouse roof, a significant part of the fencing, the Kirkwood monument, and security access system for clubhouse and pool gates (security system to be installed in Dec). Plan for 2024 is deck roof, clubhouse HVAC, and retaining wall

Other topics included State Patrol, communication (website, facebook group, and email blasts), community events, and centralizing all neighborhood in a Heathlake owned Google Drive account to facilitate information transfer to future boards.

Committee volunteerism has dropped off this year, it’s time to do a drive for more committee members and activity.

Special recognition to:

the previous board for setting up the facebook and website

Capital planning committee led by James Healey

Carlton Jones, Debbie Wright, Kim Nordin - landscaping

Sarah Read & Carolyn Castelblanco- ladies club

Mary Puccini - book Club

Chelsea Ewton & Valentina Lares & Debbie Wright - security system

Joe & May Gorley, and many others - neighborhood block party hosts

Matthew Clark - help setup for meetings and tech for parties

Sarah Read - social event setup and cleanup

Rosie Graves - handling resident questions and forwarding residents to the board

Don & Bruce - managing security and their performance (including administrative performance)

Gerrit - vendor management for many many quotes performed this year

Bryant - Briar Forest super neighborhood restart

Kim Nordin - meets vendor, manages clubhouse, all the small tasks nobody else is assigned

# **Treasurer’s Report**

Bruce reviewed the 2023 balance sheet.

* Renewed CD at 5.45% at Wells Fargo
* $197,000 in reserves (largely unchanged in last few years)

Bruce reviewed Income Statement (through Oct 2023, latest available numbers)

* Assessments are slightly under budget due to 5 accounts delinquent for 2023.
* Utility expenses above budget due to electric rate increases and water leaks from irrigation system
* Trash numbers are overstated (trash and recycling are now combined bill). Fence repair was erroneously billed against trash instead of capital repairs. Mary Nan Huffman finally fixed city reimbursement of trash services
* Repairs and maintenance are under budget
* Experienced increase in insurance costs
* Roughly $45,000 in capital expenses were spent this year

Rosie Graves asked what the $7,000 fee for Flock Cameras covered - it is lease of the system and data costs

Rosie asked what we get for the “printing” costs - Kelly (Graham Management) clarified majority is the assessments and annual meeting notices. Violation notices are a relatively small part of the printing and mailing fees (approx 15 notices per month)

Bruce reviewed 2024 annual budget that was approved in October.

* Increased plan for trash, electric, and water based on expected rate increases
* Security added 10% to address holiday pay and homeowner call-outs, and provision for any rate increases in next year contract renewal.
* Budgeted $32,000 for capital repairs (HVAC, retaining walls)
	+ **VP Report**

Bryant discussed restarting the Briar Forest Super Neighborhood (BFSN) that fell into disuse over Covid. Officers terms had expired, so each neighborhoood had to vote on new officers. Bruce thanked Kathy Clark who also helped with the restart. First half of the year the major effort was to identify officers from each participant neighborhood. There have been two meetings since (Oct and Dec). Meetings are being held at our clubhouse. Officers have been elected. Alexis Kiker is secretary, Philip Kochman is VP, and Bryant Banes (Heathlake) is president.

Items that came from last night’s BFSN meeting are:

* 30 people attended, and half were city representatives
* Representative DeAyala’s staffer attended
* Next meeting is Jan 16, 7pm, at our clubhouse - all members are welcome to attend, only delegates can vote.
* Dam release case with army corps of engineers is still ongoing. Motion for summary judgment hearing scheduled in Jan 10 2024. Some precedent in recent federal case helps us (Ideker Farms)
* Constables are trying to pass the entire cost of constables to HOAs (actual cost is $130,000, but had only been charging $80,000 for a full-time constable in past years). Pending clarification whether this is commissioner Briones’s position.
* Briar forest super neighborhood has a website (<http://briarforestsn.org/>)

# **Committee Reports**

# **ACC update**

Don reported that there have not been any ACC denials to applications. All have been routine.

There will be new nominations and elections for ACC members in March/April 2024.

October meeting there was a big discussion about solar panels. There have been no new applications for solar panels, but plan moving forward will be to request homeowner to reconfigure panels if the proposal includes panels in front of house. If homeowner/installer insists, then there is legal precedent(if applicable and homeowner can prove) that will force approval if request is rejected.

# **Security Update**

Don reported that State Patrol has been sold to City Patrol. Ownership is the same family, and the same officers in the same cars are doing our patrols. Their new office is directly downstairs from Graham Management’s offices. New contract with same basis as old contract has been signed.

Rosie and Don thanked Alex Brown and his assistance dealing with various security related incidents and concerns. Don mentioned a real-time app that Alex is developing and is willing to offer to the neighborhood for free.

# **New Business from association members**

Wheelchair ramps at the sidewalk/curb interfaces along Carriage Hill. Implementation was inconsistent when they repaved the streets for the sewer upgrades. Has been talking to John Cerrino at office for people with disabilities. In principle the contractor responsible for the work is out of budget. Bryant took note for action within the supe rneighborhood group.

Capital planning handout does not address near-term plans for wheelchair access to clubhouse. Board confirmed that while this has not been planned for 2024, it has been looked at. The problem is that right now we are grandfathered under old codes, and the entire building is not handicap compliant. If we make any significant changes for accessibility, then we come under current code and need to address ALL aspects. This would involve ramps for wheelchair access to the building, and handicap accessible bathrooms at minimum (possibly more). The wheelchair accessible bathroom would in turn require replacing doors and possibly reconfiguring the kitchen and moving walls to ensure access space. Total price would exceed $150,000 based on initial review. In principle, in a couple years we will need to replace the back deck to the clubhouse, and a reconstruction of the deck would be prime time to include a ramp. The main concern is that a special assessment might be required due to the large single point cost of accessibility requirements.

# **Announcement of Election results**

Kasie Randolph and Stephen Woods are elected to the board for 2024-2025, replacing Bryant Banes and Bruce Neilson whose term is ending.

Stephen received 16 votes

Kasie received 11 votes

Kathy Clark received 1 write-in vote (she declined)

# **Adjournment**

# Meeting was adjourned at 8:23pm.