

SHOA BOARD MEETING MINUTES
FRIDAY, January 21, 2022 4 pm
TELECONFERENCE

Board Members: Terri Parker, President, Chuck Feist, VP, Teresa Baron, Sherry Barrett, Joe Peragine, and Janet McCulloch from the Island. Treasurer, Scott Barrett.

Owners: Jeff Starr, Kathy Lebeuf, Laura St. George, Deb Childs, Mike & Julie Pearson, Phuong Duong, Michael and Susan Dottarar, Dawn Koester, Sharon Jorgensen, Deanna Davis, and David Bigelow

1. Called meeting to order at 4 pm
2. Introduced Janet McCulloch – new Island President (former President Kathy Lebeuf resigned). Parker thanked Kathy Lebeuf for her service on the SHOA Board.
3. Declared a quorum
4. Board Meeting Minutes from 11-19-2021 were unanimously approved by Board.
5. President's Report – Terri Parker
Last year's activities included rewriting the CC&R's Rules & Regulations., Assessing the priorities of the list of projects, a new place for the annual meeting, work on canyons (landscape), reflectors on roadways (added), survey to all owners and results, annual accounting compilation completed, and two proposed resolutions (see below under Old Business).
6. Manager's Report – Teresa Baron
 - a. Trash cans – reminding residents to place back in garage by end of pickup day
 - b. Contractors are not allowed to work on Sundays or holidays
 - c. Parking – owners responsible to instruct contractors/visitors where to park. No parking in roadways.
 - d. Recent storm – 2 trees down Fairway and Lookout Dr. Carmello Reyes responded on a Sunday @ 10:30 pm to clear the roads that were blocked
 - e. Entrance gate – owners need to give vendors/contractors their gate code or use the directory to call the owner for access
 - f. Collecting bids on proposed entry gates design
 - g. Waiting for a bid for a possible drain study
 - h. Landscape Letters will be sent out this month, Review of lots was in November 2021
 - i. Landscape cleanup in canyon areas scheduled for February 2022
 - j. Emergency exit - seeking bids for tree removal for emergency road
 - k. New account opened with WAFD; all SHOA accounts are now in compliance with FDIC
 - l. Third quarter statements have been mailed
 - m. Only one owner behind in their dues (lot 465); outstanding fine from 5/2021 (lot 460)
7. Treasurer's Report – Scott Barrett
 - a. Last 2 months slow on the financial front, SHOA's receivables are in great shape.
 - b. The budget is good except for the \$7,600 legal fees (only account that is over budget).
 - c. Nothing on budgeted items to date (this spring will see planned projects being done).
 - d. All budgeted items are for planned projects in 2022

8. Committee Reports

Road & Drain – Sherry Barrett reported that Bob Raynor has joined committee (approved by Parker); 48 reflector posts installed and 50 more to be planted.

Landscape – Peter Berger reported SHOA landscaping is well maintained as well as Firewise compliance due to great work by property manager and landscape contractor.

Design – Joe Peragine said not much happening; requests for tree work; main gate design documents will be ready next week.

Emergency Exit Project – copy in Board packet (comments or questions by Board), none. Follows what Ron told us before at the Nov. 19, 2021, Board meeting. Parker contacted state regarding possible grant for payment of this project. Received a response that it wouldn't meet Legislative grant award process, i.e., removal for potential fires is the main goal of future state grants. SHOA will cover the costs for the tree removal/emergency road (already in budget).

OLD BUSINESS

SHOA Calendar – Parker presented SHOA calendar for 2022. Suggest a Town Hall meeting, perhaps this spring, and any suggestions should be emailed to Board members (dates/times/places); July annual meeting is proposed for July 2-2022 and is agreeable by Island/Bluffs presidents. The SHOA 2022 calendar was unanimously approved by the Board. The calendar will be added to the SHOA website.

Resolutions – Ballots

Ballots were sent out by property manager to every owner along with cover letter mailed 1-18-2022 and a few were hand delivered. Good response so far but reminder to all owners that the Board needs the response from all the owners on these two resolutions.

Must have 145 yes votes for these resolutions to pass. Are there any questions from owners?

Did owners feel that they understood the resolutions and what they would be accomplished? Yes. Need response in 60 days (from last Tuesday). Will attempt to call owners (if a ballot is not received, the vote is an automatic no).

1. Bluffs & Island Presidents voting Board members
2. Combined lots

Legal Issue – Lot 403. Parker remarked that SHOA's attorney responded to certified letter received from lot owner. 403. Concerned about boundaries of the lot, maintenance, fire safety, view issues. Roads (where they were laid out originally), may have been into the lot. Other owners in past years have raised this issue. Attorney said roads were laid out and are part of the infrastructure and so no ownership issue for these roads and SHOA can use this legal opinion for future owner questions. No legal authority for SHOA to pay for lot clean up on any owner's lot; if view is an issue, CC&Rs provide process for possible view issues for lot owners. No action taken on this issue.

NEW BUSINESS

Waiving of Late Fees - Island-10-unit owner is asking Board to waive late charges of \$510 for SHOA dues. Two letters from Island owner regarding old late fees were presented, stating there was no intention to be late, owner had assumed the dues had been paid at close of escrow. Documentation was presented to owner by property manager. Escrow company confirmed in July 2021 that escrow had not paid the

outstanding SHOA dues. Owners has recently paid the past due amount, now asking to waive or reduce the late fees attached. Feist remarked that there were errors on both sides. A motion was made by Peragine and seconded by Feist to remove all fees. 2 affirmative votes, Baron abstained, motion approved, Late fees were waived. Letter to I-10 owner to follow.

Renewal of Property Manager Contract - Parker has been working on updating the contract and has given draft copy to Board members to review. This is an Independent Contractor relationship, not a SHOA employee. Performance evaluation has been done every year. Could be discussed in closed session, but an open discussion is the Board's desire.

If this contract was increased by cost-of-living factor in CC&Rs, Parker said COL would be 6 ½% increase (per Scott Barrett). Increased amount would be in accordance with the current COL as of December 2021. This is an annual contract and will be reviewed each year. Any bonuses or increases need to be part of future consideration under budget preparation/consideration each year. This document is proposed to be approved effective January 2022.

Feist feels the contract is clear and straightforward. Baron was involved in revising to include more specific bookkeeping duties and other duties she does for SHOA. Feist asked if new bookkeeping methods are appropriate. Scott Barrett reviews Baron's work as appropriate for SHOA's fiduciary responsibilities. Contract includes 10 hours a month for bookkeeping needs for SHOA.

Parker asked the Board if there were any questions. Feist made a motion to approve and present to Baron, seconded by Peragine and all members voted unanimously (Baron abstained). Baron and Parker will sign and post on SHOA's website.

Budget Committee - Scott Barrett will chair and present committee members at next meeting; Feist, Baron, and others will be asked again. First meeting will be by adopted by SHOA calendar.

Establish Election Committee -Two board seats are open. Peragine and Feist. Parker will chair the committee, Baron, Sherry Barrett, and they will recruit others for committee election

Establish SHOA Annual Meeting Committee - Start talking about what this would look like and how this will work with current COVID concerns. Need to start a committee – need volunteers. Kathy Lebeuf, Dawn Koester, Baron, Parker volunteered.

COMMENTS FROM THE BLUFFS, ISLAND and HILLS

Island Comments. Unit Owner #18 asked a question. What work will Dan Price be doing this coming spring to improve the road on the Island property and what is the scope of the work?

Baron responded, Gettis Paving did the original asphalt work, not Price. Portion of roadwork will be corrected by Gettis. There is a problem in front of garages, units 12-16. The work is scheduled in early summer and the funds are budgeted in this fiscal year. Asphalt repair for this area will be done by Gettis.

Owner thanked Baron for the information and now understands the scope of work, and confirmation of what work will be done for the Island. No specific dates yet, but early summer 2022, not late summer 2022.

Bluff Comments – none.

Hills Comments – Lot owner 523 said that legal fees seem to be eating into SHOA's budget. Would owners be responsible for reimbursing SHOA's legal fees when not SHOA's fault or responsibility? If a case went to court, and SHOA won, then opposing party would be responsible for SHOA's legal fees. Feist said Board is transparent. Owners send letters from attorneys not coming to the Board first, so this creates necessity to go to SHOA's attorney. There is no hidden agenda, and no one wants to spend money on legal fees when not necessary. Parker said this would be a good subject for the Town Hall meeting.

One other suggestion. should we get a letter from SHOA's attorney to require that all disputes should go to the Board prior to sending a certified letter that needs to be addressed by SHOA's attorney? The Board took this suggestion under advisement.

Adjourned meeting @ 3:50 pm.

Next meeting March 18, 2022