

SaddleBrooke Villas Association No. 20, Inc.

MINUTES

SPECIAL MEETING OF THE BOARD OF DIRECTORS

10:00 A.M., Monday, April 11, 2019 in the Activity Center

1. Call to Order 10:00 A.M.

2. Establish Quorum - Directors Present:

President, Ron Tuxbury; Vice President, Dennis Hill; Secretary, Liz Foreman; Chris Costello, George Nersesian and Don Ebbeson, Treasurer (non-voting Board Member)

3. Owners Present:

Dal Foreman, Don & Joan Ebbeson, Ron Spaniol, Bill & Cathy Howard, Britt Northcutt, Barbara Sullivan, Joe Wilz, Marvin Wycoff, Doris Bickel, Jan & Ted Deschamp and Pierre Fabinski.

4. Minutes of the February 18, 2019 Special Board Meeting were approved by motion made by George Nersesian, seconded by Dennis Hill and passed unanimously.

5. HOA #1 Guests:

Vivian Timian, HOA #1 General Manager, discussed POP Tennis (4 players to a court). Two regular tennis courts (5 & 6) are being used for a month-long trial, daily between 12:00 noon and 3:00 P.M. You must sign up to use one of the trial courts and it's so popular HOA #1 will add courts 7 & 8 as well. Vivian is asking for Villa owner/residents feed back before the end of April. Adjustments may be made between courts being tested. All Villa owner/residents will be polled before HOA #1 proceeds as we are the area which will feel the most impact. HOA #1 personnel has been monitoring sound but is seeing little difference between POP and regular tennis because of traffic on SaddleBrooke Boulevard. Pierre Fabinski said courts 7 & 8 will be adding sound deadening screens.

Mike Roddy, HOA #1 Golf Course Superintendent, said HOA #1 would like to use our South parking lot to store sand for the golf course for roughly 2 weeks, 3 times during the summer. The sand will be used for fairway (and some rough) top dressing. All three courses will be done three times during the summer and during over-seeding in the fall. He hopes to have a 4-6" base of sand over the next 6 years. This will help with traffic and moisture management and summer to winter transition. The first need will be mid-May to the end of May. He will let us know other dates as he sees how the project progresses. Best estimate is second half of June or July and during over-seeding in September or October. After each use, the parking lot will be cleaned and when completely finished, our parking lot will be sealed by HOA #1. This parking lot will be completely closed to parking during these periods.

6. Officers Reports

- a. **President** Ron Tuxbury thanked Bill Howard for continuing to help with Landscaping until we find a new Chair, and Barbara Katz for her work with the Documents and Minutes. He announced we have hired Jason Smith, of Carpenter Hazelwood as our

Page 2, Board Meeting Minutes, April 11, 2019, 6., President's Report Continued

attorney. We elected to sign up for their \$600/yr. fee for email and phone answers to minor questions. So far, all our questions have been handled under this plan. He did a 2-hour Board Training session with all Board Members at no charge. It included answering many of our questions in addition to his regular training. We learned that our Documents have an automatic lien built in, covered the Hierarchy of Documents, Oath of Office, Ethics Code and many other items.

- b. **Treasurer** Don Ebbeson reported the Treasurer's Report and Roof Report had been emailed to all owners. Only one person has not paid. So far, no change orders for the roof replacement have been received. However, one fireplace unit needs the "cap" replaced and this is out for bid. We do have \$10,000 for "contingencies" however, we are running into extensive fascia repair, plywood replacement, tile replacement etc. so we may have additional expense over the contract price.

7. Committee Reports

- a. ALC/Documents/Rules - Dennis Hill gave an extensive review of what the Committee is doing.
- b. Elections - **Chair still needed**
- c. Landscape - **Chair still needed**
- d. Maintenance – handed out at meeting
- e. Neighborhood Watch - Cathy Howard reported on dog bites & keeping garage doors closed
- f. Roofs - Report emailed
- g. Social - Cathy Howard reminded everyone about the "block party" relocated to the Tennis Center and no Happy Hour this month
- h. Termite/Pests - emailed
- i. Unit Rep - Jan Deschamp sent the Minutes of the meeting to all owners. Sue Schliepsiek is her alternate
- j. Webmaster - Pierre Fabinski is working with HOA #1's new Webmaster

8. Discussion Items

- a. An extensive discussion of Bylaw, Rules and ALC Board approved changes made since 2013 was held using documentation prepared by Barbara Katz. Two changes were suggested to her proposed document revisions.
- b. Replacing Villa Sign - Jan Deschamp - tabled until quote from "monument" signage people. Jan suggested we ask HOA #1 for a contribution for them using our parking lot for sand.
- c. Committee Chairs and Members - tabled until we find Elections and Landscape Chairs.
- d. Termite and Pest Control contract renewals. Chris suggested we have ADAM get bids.

Pests have 30-day cancellation by either party so we will investigate bids but Termites is an annual renewal so we will follow up in January before the May expiration date.

- e. Adapt ADAM's letter to new owners to fit our Association. Tabled. Barbara Katz volunteered to do this.
- f. The Application for Permit, Instruction Sheet and Owner Liability Form were discussed.
- g. ALC changes for patio extensions and flower pots were discussed. George Nersesian asked about his suggestion to split the Documents/Rules/ALC Committee into two separate committees. Ron said it would necessitate a Bylaw change. Ron sees it as a new Documents and Rules Committee handling the investigation of what documents would need changing and writing the proper verbiage. Changes to documents will be made automatically. Barbara Katz has volunteered to head this new committee and suggests that no Board member be on the Committee to ensure no conflicts of interest. Ron said we don't have a lot of people volunteering so may need a Board Member. The revamped ALC Committee would handle the permitting process. The State Planned Communities Act requires the Chairman of the ALC Committee must be a Board Member.
- h. Discussion of HOA #1's use of our South parking lot to store sand

9. Action Items

- a. George Nersesian moved, seconded by Dennis Hill that the Board approve the continuation of our annual Sentricon Termite Treatment Warranty with Northwest Exterminating at an annual cost of \$5,900 (no change in price since 2008 installation) and approve continuation of our Pest Control Contract with Northwest Exterminating at an annual cost of \$3,270, March 1, 2019 - February 29, 2020, 30-day cancellation by either party. At Chris's suggestion we will ask ADAM to get bids for these services. Motion carried unanimously. Don Ebbeson reminded everyone of 2020 budget planning and we need numbers by August.
- b. Motion made by Dennis Hill, seconded by George Nersesian, that the revised Bylaws, Rules and ALC's as presented to the Board be approved with two changes as follows:
 - 1. ALC's, Section 4, Item 23, add "wall mounted"
 - 2. ALC's, Section 4, Item 27, replace period with comma at end of second line (plant list,) and small "o" on "Owners" to clarify.Motion carried unanimously.
- c. Motion made by Dennis Hill, seconded by George Nersesian, to approve the following changes to the ALC's
 - 1. Approval of Application for Permit, Instruction Sheet and Owner Waiver and Assumption of Liability Form, copies attached

Page 4, Board Meeting Minutes, April 11, 2019, 9, c, continued

2. Approval of Patio Extensions per form attached

3. Flower pots

Motion carried unanimously.

d. Committee Chairs and Members - Tabled

e. HOA #1 is authorized to use our South parking lot for storing golf course sand for approximately 2 weeks, 3 times during the summer. Motion made by Ron Tuxbury, seconded by Dennis Hill and carried unanimously. The sand will be used for fairway and some rough area top dressing beginning around the end of May. Sand will be stored from approximately mid-May to the end of May, the second half of June or July and September or October during over seeding. They will let us know more definite dates as the project proceeds.

10. Questions/Comments from Audience

11. Adjournment: The meeting was adjourned at noon by motion made by George Nersesian, seconded by Dennis Hill and carried unanimously.

Respectfully submitted,

Liz Foreman, Secretary