

## **Cottonwood Park West HOA Board of Directors**

Meeting Minutes - September 21, 2016

**In Attendance:** (alphabetical order) Dean Carpenter, Laura Hillstrom, Meg Masterson, Chester Shans, Greg Vente, Nick Whitaker, Darwin Wissink

**Guests:** Steve Omerod

### **Opening (6:35pm) & Guest**

- Steve Omerod just here to listen
- Dean Carpenter volunteering to replace Jan Wierzba as HOA manager
  - Darwin raised the point that we should come up with a contingency plan for manager replacement in case this occurs in the future
  - Board discussed speaking with local management companies to take over future management of HOA
- Motion approved to hire Dean Carpenter as new General Manager of the HOA
  - Dean to contact Sharon to go over end of year and quarter info
  - Transition date effective October 1, 2016
  - Laura, Nick and Dean to meet at Bank of the West on Saturday to give Dean signature authority
  - Salary discussion to take place at end of meeting
- Nick to reach out to the residents that volunteered for the board in July to replace Dean

### **Previous Minutes - approved**

### **Managers Report - no news**

### **Website - no news**

### **Maintenance Report**

#### **Basketball Court**

- Nick repainted court and sprayed wasp nests
- Nick brought up resurfacing the court
  - Dean provided a past estimated quote of \$4000.00 which covered the costs of chopping the tree root, applying a heavy coat of sealant and smoothing the court
  - Board discussed obtaining a new quote for just the tree root removal and agreed the work needed to repair the basketball court should be done by professionals rather than volunteers
  - Laura mentioned that the cost for the repair of the court is not in the 2016 budget

#### **Sprinkler System**

- Chester mentioned there are several sprinkler heads that are sunk down in the ground as well as sprinkler range issue
  - Chester suggested adding additional sprinkler heads to the existing lines
  - It was mentioned that CPW watering days are on M,W,F the same days as East Meadowdale so the pump pressure is variable
- CoCal is not owning up to their contract of sprinkler head maintenance
  - Dean suggested looking into and perhaps contracting with a different landscaping company as CoCal repeatedly fails to own up to their side of the contract, ie maintenance of sprinkler system

- Nick mentioned that we need to speak with CoCal re: their contractual negligence surrounding all the maintenance issues, our expectations need to be clearly stated to CoCal along with the fact that in our opinion they are not fulfilling their side of the contract
  - Safety tree pruning and removal is part of the contract
  - Weekly status reports are supposed to be supplied
    - In the past a previous week's report has been sent out as the "new" weekly report
- Greg mentioned that we need to speak with someone above Luis Estrada as this has been mentioned to him repeatedly and he is not fulfilling his duties

#### Fertilizer

- Darwin motioned to discuss a fall fertilizing of the park lawns proposing CoCal to fertilize per their existing contract
  - Laura seconded the motion and it was open for discussion
- Rewilders to be contacted by Nick to discuss fertilizer options
- Greg referred to contract re: weed and feed one in May and one in July
  - Laura mentioned that we did not take advantage of those weed and feeds so perhaps a fall fertilizer can be done instead

#### Landscaping Committee (Greg)

#### Rewilding

- Darwin suggested setting up a rewilding "test spot" perhaps the Manila parkway
  - Info needs to be gathered re: the involved process to rewild

#### Connectivity

- Dean questioned the status of the connectivity plan
- The water color rendering which included benches was discussed
- Nick mentioned the importance of a solid plan, drawing and timeline for this project and emphasized the need for a plan to be provided by the landscape committee soon
  - Per Chester a formal project plan does not exist at this time
  - A meeting to be set up with Denise to set specific project goals and monitor budget
  - Greg mentioned a full proposal be put together for the corner and it should include everything the HOA requests
  - Nick mentioned a secondary plan be put in place in the event LID denies our requests
  - Dean suggested we bring the plan to the residents of our community for their input
  - Landscaping committee to meet and provide plan by October HOA meeting
- Dean mentioned that although Denise has stated in previous meetings the project has full county approval the board would like the approval in writing
- Dean suggested a row of trees "tree barriers" on our side of the sidewalk be included in the plan

#### General Landscaping - No update at this time

#### Party Posse (Nick)

#### Fall Activities

- Greg suggested neighborhood pumpkin carving
- Meg suggested a neighborhood holiday 5k perhaps a turkey trot or hot chocolate fun run

#### Old Business - none not already discussed

#### New Business

#### Home improvements, additions, pop-ups

- Nick suggested developing a set of parameters/guidelines for residents to follow when requesting home improvements
  - Board asked to bring their ideas of what this process might look like to the next meeting
  - Plan to spend 30 minutes of October and 30 minutes of November board meeting to gather information and outline a proposal of parameters
  - Goal to have an approval process setup for home improvements by end of year

#### Review of Rules, Regulations and Bylaws

- Steve Omerod mentioned the language of the HOA's regulations is strict
- Board agreed that this is a good opportunity to look at the language and explore possible changes
- Nick, Darwin & Steve to read through the rules, regulations and bylaws and review the language and provide suggested revisions by November meeting

#### Checking Account/Reserves

- Laura to move money from checking to reserves
- Nick suggested a schedule and Laura agreed to work on schedule for future allotment

#### HOA Manager's Salary

- Dean excused himself from the meeting
- Board agreed to pay Jan through today and switch over to pay Dean a comparable salary
- Dean's salary to be reviewed in 6 months
- Laura discovered Jan had been receiving \$800.00/month for past 9 months rather than the agreed \$1000.00/month.
- Board approved an extra payment to Jan of \$1800.00

#### **Around the room - nothing not already covered**

#### **Action Items**

- Nick to reach out to the residents that volunteered for the board in July to find replacement for Dean
- Laura, Nick and Dean to meet at Bank of the West on Saturday to give Dean signature authority
- Dean to meet with Jan and Sharon to discuss HOA manager job description and responsibilities
- Darwin to look into local management companies
- Chester to contact Denise and request she provide written documentation of what has been approved for the connectivity project and by who
- Chester to meet with Steve B. re: architectural plans/drawings
- Landscaping committee to meet and develop connectivity proposal to pitch to the board at Oct. meeting
- Nick to follow up with Denise to get contact information for the rewilding organization
- Nick to contact rewilding group re: steps needed to produce a test spot and list of safe products that could be used for a fall fertilizer
- Dean to contact CoCal to find out what they would use for fall fertilizer and what is in our existing contract for fertilizer
- Dean to check in with CoCal re: sprinkler timing and following up with them re: our current contract, our expectations, their shortcomings and the weekly updates they are contracted to provide
- Laura to check in with Sharon about providing help/support for Jan

- Nick, Steve & Darwin to read through the rules, regulations and bylaws to review the language and provide suggested revisions by November HOA meeting

**Adjourn (8:40pm)**

**Next Meeting: October 18th at 6832 Camelia Ct**