

MINUTES of the MEETING of the BOARD OF DIRECTORS OF THE WHITEHAWK RANCH TOWNHOME OWNERS' ASSOCIATION

September 07, 2023 (approved 11-13-2023)

1. Call meeting to order.

A regular meeting of the Board of Directors for the Whitehawk Ranch Townhome Owners Association was held at the Community Center at Whitehawk Ranch and also via ZOOM teleconference on Wednesday, Sept 07, 2023, beginning at 2:30 p.m. pursuant to the written Notice of Meetings. Director Lisa Laughlin was present at the community center. Penny Popken, Jean Bonander, Bob Danielson and Nancy Johnson participated via ZOOM. Joleen Cline served as the recording secretary. Jean Bonander called the meeting to order at 2:30 p.m.

2. Public Comment (for items not listed on the agenda – limit 5 mins each)

3. Minutes – Regular Meeting of June 12, 2023

After review, upon motion duly made, seconded, and unanimously carried, the minutes of the June 12, 2023, meeting were approved as submitted.

4. Board Reorganization – appoint officers

Jean reported we had a hearty election this year and she thanked everyone that ran this year and encouraged them to consider running again in the future. We have three people starting their terms on the Board today, Jean Bonander, Lisa Laughlin, and Nancy Johnson. Two of those are 2-year terms and one is to fill the 2nd half of a term that had not expired. Today we need to decide which of our 3 members elected should serve the 1-year term, and which should serve 2-year terms.

After review, upon motion duly made, seconded and unanimously carried, the Board appointed Jean Bonander to serve as President, Bob Danielson to serve as Vice President, Nancy Johnson to serve as Treasurer, and Penny Popken to serve as Secretary for the period of one year.

After review, upon motion duly made, seconded and unanimously carried, the Board designated (and Nancy Volunteered) Nancy Johnson would serve a 1-year term, Jean Bonander and Lisa Laughlin will serve 2-year terms.

5. Financial Reports

Joleen provided financial reports for the period ending 08/31/2023 to the Board members via email prior to the board meeting.

Joleen reported as of 08/31/2023 the total balance in the reserve accounts was \$309,685.68. Overall, the TOA is on budget. Members have paid dues in advance which has added to the association's strong cash position. The loan the TOA is paying on will be paid in full in 2029.

After review, upon motion duly made, seconded and unanimously carried, the Board approved the financials for the period ending 08/31/2023

6. Contracts/Services Discussion for 2023 - 24

a. Snow Removal Contract

Penny presented a proposal from HighSierra Mountainscapes.

After review, upon motion duly made, seconded and unanimously carried, the Board approved the proposal submitted by Alec Dieter with HighSierra Mountainscape. The proposal is a 5-month agreement at a cost of \$6,480.00 per month.

b. Landscape Maintenance Agreement

Penny reported she is concerned about the timing of having roofs cleared each year, and suggested the Board consider hiring a separate contractor to remove the pine straw from the roofs. Lowell Young is currently a one-man crew and the time it took to do this work extended into July while he was also trying to get the irrigation system charged.

The Board suggested Penny speak with Lowel and see if he is interested in having the pine straw removal from the roofs and gutters removed from his contract.

Penny reported Lowel is interested in the landscape contract again in 2024. The Board discussed voting on a 2024 landscape contract during the November Board meeting.

c. Report on Status on Joint TOA/Hawkridge/Water Company Shared Services

Jean reported she and Nancy met with Ken Hyatt and Steve Ursenbach to consider the potential to consolidate services on things such as snow removal and landscape maintenance as a contract agreement with the Mutual Water Company. All entities are interested in moving this forward, however, the Mutual Water Company recently hired an operations manager trainee, in light of Tom's scheduled retirement, and they would like to delay this item for 1 year once the new employee has command of his new responsibilities.

d. Reports on Decks, Concrete Sidewalk and Drain Repairs & Services

Bob reported there is a Google Doc that is available to all Board members which includes a list of members who have concerns regarding their sidewalks.

The board discussed getting information out to owners to report trip hazards they have noticed on walkways. Lisa volunteered to put together an email communication and we will also include information in the upcoming newsletter.

Nancy Johnson reported we did receive a letter from Dave Pitts regarding recommendations for treatment of the decks. He reported if the association wanted to go back to an oil-based product, we would need to sand first. Semi-transparent products do last longer and provide better UV protection. Nancy reminded the group that years ago when we were applying an oil-based product, we were re-sealing the decks every 2 years.

We do not have a one size fits all solution. We have many opinions about how the decks should be maintained. Some owners like the pigmented sealer, others would like us to go back to an oil-based product. A recommendation was made to give each member a credit and allow them choose how to maintain their own deck which would most likely require a vote of the membership.

The Board discussed looking into this idea further and considering adding this topic to the Governing Document update project.

Jean reported she would like to have 4 or 5 members serve on a few different sub-committees to tackle various topics. She suggested one committee work on the deck solution topic and report back to the Board in November.

The Board discussed keeping 2 gallons of the pigmented sealer/stain available to owners where they can check out the stain and use it at their own homes as needed and then return it to Joleen's office.

The board authorized Joleen to purchase 2 gallons of the product and distribute it to owners who need it. John Martin reported members should sand and clean their deck surface before they apply the pigmented stain or it won't stick.

After review, upon motion duly made, seconded and unanimously carried, the Board approved payment to Dave Pitts in the amount of \$350.00.

e. Report on FireSafe Dead Tree Issues on TOA Common Area

Penny reported she spoke with Chuck Bowman and there are two trees that he would like to schedule to have removed.

Lisa reported she would include an item in her email correspondence asking owners to report if they are aware of trees that appear to be dying so we can alert our tree/fire safe representative.

7. Ad Hoc Subcommittees Proposal, Parameters and Appointments

a. Policies and Practices Guidelines for Future Improvements

ARC Guideline Committee: Lisa Laughlin, John Martin, Nancy Johnson and Shaun Colvin. Jean Bonander reported the intent for this committee is to write a set of guidelines that can be adopted into the Master Association ARC Guidelines regarding what is acceptable in the Town Homes.

b. CC&Rs/Bylaws Update Subcommittee

This committee consists of Jean Bonander, Bob Danielson, Dawn Colvin, Pauline Hecker, and Terry Martin

Lisa suggested that an invitation to participate in the sub-committees also be included in the upcoming newsletter and after Board Meeting email communication.

8. Directors Reports/Announcements – For Information

Jean reported she will be drafting a newsletter article later this month. She would also like to set up a meeting with our Insurance agent and allow for a question and answer time. The Board asked that Joleen set up a meeting with our insurance agent this fall.

Penny reported the wagon at the corner of Whitehawk Drive and MacKenzie has been repaired. The Townhome Owners Association did not add seasonal color this year because the repair was made so late in the year.

Is it possible to make a link on the website to send an email to a Board member. Joleen

reported she can make a link so that members can send an email directly to a board member. Those emails would be delivered to Lisa, Jean and Joleen.

9. Future Agenda Items

Noted above

10. Closed Session for Contract Negotiations (if needed)

Not needed

11. Adjournment of Meeting – Next Meeting – Monday, November 13, 2023 at 1:00

After review, upon motion duly made, seconded and unanimously carried, the meeting was adjourned at 2:24 p.m.