

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

**March 11, 2024 (approved 03-26-2024)**

**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 Monday, March 11, 2024, beginning at 1:00 p.m. pursuant to the written Notice of Meetings. Directors Lisa Laughlin, Bob Danielson, Penny Popken, Jean Bonander, and Nancy Johnson all participated via ZOOM. Bob Danielson called the meeting to order at 1:04 p.m. Joleen Cline served as the recording secretary.

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

Doug Hecker asked about the plan for deck refinishing. Bob Danielson reported Nancy will be reporting on that topic later in the meeting.

Dale Hastie introduced himself and reported he is available to work with the Town Home Board on issues related to dead and diseased trees. He stated he would like to schedule a walk through the neighborhood in the spring.

**3. Approve Minutes - Special Meeting December 11, 2023, & Regular Meeting November 13, 2023**

*After review, upon motion duly made, seconded and unanimously carried, the Board approved the minutes of the December 11, 2023, Special Board Meeting as presented.*

*After review, upon motion duly made, seconded and unanimously carried, the Board approved the minutes of the November 13, 2023, regular Board Meeting as presented.*

**4. Financial Reports**

Joleen emailed the financial reports to the Board members prior to the meeting today.

*After review, upon motion duly made, seconded and unanimously carried, the Board approved the financial reports for the periods ending 12/31/2023 and 02/29/2024 as submitted.*

*After review, upon motion duly made, seconded and unanimously carried, the Board decided the financials would be posted to the website along with the agenda in the future.*

**5. Discussion regarding TOA ARC Guidelines**

Doug Hecker reported that the Master Association ARC is in the process of updating the ARC Guidelines. Doug reported he believes the master association wants to include TOA specific guidelines within one Whitehawk ARC document.

**6. Discuss and Consider Approval of 2024 Reserve Study**

Joleen reported we are waiting on the final numbers and plan for deck re-sealing so that information can be included on the current reserve study.

Joleen reported she has requested an opinion from the association attorney regarding making

changes to the way the TOA maintains decks. She also specifically asked if the TOA could give homeowners stipends to choose how they maintain their own decks.

Nancy reported she has spoken with two separate contractors, and one has already bowed out because he is too busy. Chris Collins is interested in deck sealing work. He has bid the project at \$1,300 per unit on labor only, with the association purchases the material. The TOA has 72 units. If awarded the bid, Chris would like to schedule the project over 2 years. His proposal includes spot sanding and resetting screws. It does not include moving furniture off decks. He suggests using the same Flood heavy body product which is a pigmented sealant.

Penny asked what would happen to owners who already sanded and re-sealed their own decks. Nancy suggested if homeowners had taken the work on themselves, the deck would be their responsibility solely moving forward, especially if a different product had been applied. Nancy reported if we are trying to manage all properties as a group, we need to have consistency in the product used.

Charlene Howard recommended that the Board contact Pat Multrip regarding the deck re-finishing. Nancy reported there is a minimum of \$1 M liability insurance contracts with contractors who have the appropriate insurances in place.

Terrie Martin asked what the guarantee might be, especially if we don't completely sand the decks before moving forward. Nancy reported there are no guarantees other than what is offered by the manufacturer.

Bob Danielson reported if we come back and re-seal the decks every four years, we should have a better result.

#### **7. Discuss Future Dues Consideration due to Insurance Costs**

Joleen reported our agent has told us that the TOA is expected to receive a renewal next year from Farmers. Bob reported there seems to be some movement by the insurance commissioner to provide additional options.

Joleen reported we will be over budget this year by approximately \$13,000. She will reach out to Russo to ask if their new relationship with the new insurance company has any additional option for carriers.

#### **8. Ad Hoc Committee Reports**

a. Policies and Practices Guidelines for Future Improvements  
This item was postponed to a future meeting

b. CC&Rs/Bylaws Update Subcommittee  
This item was postponed to a future meeting

#### **9. Directors Reports/Announcements**

Penny reported we had a 3-day heavy winter storm and Alec came out multiple times. He and his team did a great job and kept the community open and safe.

**10. Future agenda items**

The Board reported the award of the deck contract, ARC Guidelines, and reserve study update will be included on a future agenda.

**11. Adjournment of Meeting**

*After review, upon motion duly made, seconded and unanimously carried, the meeting was adjourned at 1:58 p.m.*