

SUNDANCE HOMEOWNER ASSOCIATION MEETING

Board Meeting Minutes

Date: September 30, 2008

Place: 4055 Dawn Court

Board in Attendance:

K, J, McCorry, President; Barb Lake, Past President; Shawna Phillips, Secretary; Bob Gilles, Treasurer; Olena Archer, Property Manager,
6:00 PM The meeting was called to order by the President.

Agenda:

- I. Approval of SHOA 2009 budget.
 - a. Olena has called 3 potential Landscape maintenance candidates and one has responded thus far.
- II. Agenda for Homeowners meeting
- III. Board Nomination/ Vote: Review the nomination process at the board meeting
- IV. Bob, Barb and Paul have notified Olena that they will be stepping down from the SHOA board and not serving for the 2009 fiscal year.
- V. Update on landscape contacts
- VI. Newsletter and final dates for President's letter and Shawna's article

Review of Results of the LID Excavation

The Board discussed what was learned from the excavation of the first valve in the Sunrise Court irrigation area. It was postulated that this valve was leaking, which would account for the large water usage. Chris from LID indicated that the valve does not require replacement, but it needs a new rain sensor and new timer clock, which the board approved to replace via email 9/29/08. It was suggested that ADM was watering too much, based on ADM's method of watering and the current timer system. Chris recommends a 6-zone rather than an 8-zone clock which is a reduced cost from the original estimate. The estimate for total repair including labor and parts was \$1925.20. It was agreed to move forward with LID as our contractor for the remaining sprinkler repairs. Olena will communicate to LID to excavate the next sprinkler master control, Autumn Court/28th. Street and only replace what is needed. It was agreed by the Board to repair Autumn/ 28th street sprinkler valve and then Crystal Court. Olena will arrange excavation dates for them 2 weeks apart. The goal is to have all three areas excavated and repaired before the close of the season in November.

Budget/Landscape maintenance bids

The Board reviewed the 2009 Budget. For clarity, it was decided that there will be two line items in the budget and chart of accounts for tree pruning: Major tree pruning (usually Swingles) and minor tree pruning (lawn maintenance people).

The Board reviewed three landscape maintenance company bids, ADM, Torii Lawn and Green Acres. It was decided that the Board would approve a lawn maintenance vendor by the homeowner's association meeting. Shawna will develop requirements over and above cost for the next landscape maintenance company. Such requirements include: ability to review our irrigation timing and usage, feedback about ways to cut costs, and a monthly assessment of the property will be included in the requirements. Shawna will contact the two companies with these requirements, and will determine the ability of each company to work with us and meet our requirements. The Board will vote for the landscaping company by email once Shawna has contacted the two companies.

The Board agreed that the SHOA dues increase was needed in light of the triple in price for landscape maintenance for 2009. The Board also discussed whether the budget would allow a 10% discount on HOA dues paid in full in January.

After discussion, the Board voted to increase dues by 5% by unanimous vote. This increase does not need a member vote based on the SHOA by-laws.

The Board also voted to eliminate the 10% discount with 4 votes yes, one abstain.

The increase is intended to:

1. Reflects the increase in cost of landscaping and maintenance and other expenses.
2. Creates a margin for unknown expenses.
3. Replace reserve funds for major sprinkler repair.

Agenda for Homeowner's meeting

Olena indicated that there had been no nominations submitted as of 9/30/08 for the open Director positions for the Board of Directors. It was agreed that the Board will ask for volunteers at the Homeowner's meeting for the three positions of Directors that are open. The SHOA covenants state that we need to have 6 Directors, but if there's limited participation, to the board may opt to appoint new Directors.

The Board reviewed the agenda for the HOA meeting Scheduled for October 7th at 7pm:

Homeowner's meeting Agenda

- Call to order
 - Olena to handout the history, the ballots, the budget.
- Board of Directors Nomination
- Request for Volunteers for ACC
 - Kim will explain the ACC function: by-laws. Introduce committee members and review the process of approval for ACC. Kim and Barb Lake have volunteered for 2009.
- SHOA Board Financial Update
 - Bob: Review 2008 financials and review 2009 expected expense increases
 - Review how the board has reduced costs and expenses
 - Review the due increase of 5% and discontinuance of the 10% discount
- Ask members if they would like a credit card option?
- General Discussion
 - Shawna to review status on common area improvements: Review of Landscape survey summary and review of common area improvements plan and next steps.
 - Shawna also to review HOA communications. The SHOA web site will download the coupon monthly dues. This will be the last year for a printed newsletter. People without email can let Olena know and she will send out a printed copy of the newsletter.
 - Barb: Review HOA reminders
 - Notify the 2008 Potluck was rained out. Notify members for 2009 if the community would like a Garage sale and Potluck, It will need to be coordinated by volunteers in the community.
 - Additional Comments or discussion by the members.
- Conclusion

Board Nomination/ Vote: Review the nomination process at the board meeting

The nomination procedure was reviewed with Barb and the Board. It was determined that the ballots would be write-in ballots in the absence of nominations.

Barb volunteered to be on the ACC and Kim Rider and Joni Reading are currently serving on the ACC.

Bob, Barb and Paul have notified Olena that they will be stepping down from the SHOA board and not serving for the 2009 fiscal year.

Thanks were said to Bob and Barb (Paul absent) for their years of generous service to the Homeowner's Association.

Update on landscape contact

Olena is in the middle of gathering and contacting landscape architects for Requests for Proposals. Kim, Shawna and KJ added to her list of landscape architects to contact. A more detailed review and discussion will be at the next SHOA board meeting in November.

Newsletter and final dates for President's letter and Shawna's article

The deadline for submission of the President's letter and Shawna's xeriscape article is October 16th.

It was agreed that the Board will reconvene November 11, 2008 at 6pm.

Shawna brought up an additional item for discussion. She raised the issue of moving to a paperless communications system by using the website as a communication tool. The Board agreed to move forward in this direction to help increase website traffic and reduce costs. The first step will be to acquire email addresses for as many homeowners' as own one. KJ suggested that we get email addresses at the HOA meeting. This will be the last year that a paper newsletter will be sent via mail. Homeowners without email address will be required to contact Olena to receive a paper newsletter.

Shawna also brought up the need to ask neighbors to send in their information and a picture to the website so they can be listed on the Meet Your Neighbors page. This will be mentioned at the homeowners meeting.

Shawna indicated that when we have all the emails for neighbors, then we will be able to communicate with them via email about new postings on the website.

Kim put forth the idea of putting the Dues coupon on the website, which can be printed and sent in with dues. This was agreed by the board and Shawna will post the coupon on the website.

Actions:

- Olena to reiterate to LID that we only want to replace what's broken, and no more.
- Olena to make a date for 28th street and a date for Crystal Court.
- Olena to print out the agenda, ballots, financials and budget for all in attendance at the Annual meeting
- Shawna to contact Torii Lawn and Green Acres with requirements for our contract with them and provide the Board with recommendation
- Shawna to develop requirements for a landscape architect.
- Olena: Put website address on the bulletin board.

- Olena to send coupon to KJ for pdf, and she will send to Shawna to add to the website
- Olena to add the SHOA website on the coupon