

ENCLAVE AT SUN CANYON

2019 ANNUAL MEETING MINUTES November, 18, 2019 at 4:00 pm MT

I. CALL MEETING TO ORDER: 4:02 pm

II. ESTABLISH QUORUM:

Homeowners in person:

Carol and Will Hodgman
Chris Thompson
Linda Stabins
Faith Peterson
Megan Gelston (Board Member)
David Weiner (Board Member)
Greg Douglass (Board Member)

Homeowners via phone:

David Steiner
Ty Measom (Board Member)
Kevin Gruneich
David McDaniel
Russ Plumb
Patrice Clapacs

Homeowners via Proxy:

Mike & Mary Plant
Steven & Jane Newman
Steven & Paula Child
William Poindexter

ASRL Staff:

Carissa Nosack – HOA Manager
Gina Covino – HOA Administrator
Mike Howe – HOA Controller
Garrick Malin – HOA Controller
Mike Williams – Maintenance Manager

III. ADDITIONS TO AGENDA

None

IV. OLD BUSINESS

A. HOA Managers Update

Introduction of All Seasons Staff. Online HOA resources were reviewed. All HOA documents (budgets, meeting minutes, rules and regs, HOA insurance, etc.) can be found on the Homeowner Portal and HOA Dashboard at www.allseasonsresortlodging.com

This is the first official annual meeting of the HOA from developer turnover.

B. Maintenance Report

1. Snow removal from roofing areas with safety concerns
2. Snow removal from address areas and windows
3. Christmas lighting problems inspection and resolution
4. Clean up construction debris and dead fall from conservancy area
5. Work with homeowners to improve front doors on Phase I
6. Grade conservancy area with heavy equipment
7. Reseed open soil on conservancy area
8. Spray conservancy and common areas for noxious weeds
9. Green roof fertilization and sprinkler repair in spring
10. Sprinkler repairs property wide
11. Repaint front pillars that were unfinished
12. Leaking roof repair on unit 15
13. Deck repairs on 3 homes
14. Carpet beetle inspection on unit 17
15. Clean out storm drains
16. Back flow testing and reports obtained
17. Weeding, weeding, and weeding
18. Unit 17/18 installed new gutter, down spout, snow break flashing and heat cable
19. Repaired heat melt system on 2 units
20. Repair to man-hole cover from previous snow plow company
21. Paint siding on areas as needed
22. Crack fill on roads
23. Clean up dead fall and debris behind Phase II
24. Repaired and replaced deck support on unit 33
25. Fall prep on green roofs and common areas removing foliage

Most of our efforts were spent cleaning up the left-over construction debris, working with the new board to develop a maintenance schedule, and working with homeowner's requests, routine maintenance, and preventive maintenance. Priority in weeding will be given to areas around the homes first.

**Cedar Draw will coordinate the bridge capstones, lighting, removal of stones from top of the lane, and installation of cultured stone under the bridge.*

2020 Maintenance Plan

Painting Schedule (Based on year built, last time painted, and observed necessity)

A: 17/18, 34/35, 32/33, and 31

- Painting will include trim and siding and will be on a 3-year rotation. We will also paint all of the garage doors and headers in 2020 to catch up on some differed maintenance.
- 1. Grass to be installed by landscape contractor along Enclave Lane, from the mailbox area to the hammerhead area
- 2. Continuous landscape improvements
 - a. Evaluate diseased or damaged trees for replacement with landscape contractor
 - b. Fertilize trees and perennials
 - c. Spray for noxious weeds in conservancy and common areas
 - d. Weed as needed in common areas
- 3. Green Roofing
 - a. Fertilize grass and perennial grass in the spring
 - b. Weed by hand
 - c. Inspect sprinklers and monitor watering needs
 - d. Cut foliage by hand in the fall
- 4. Estimates and installation of 2 “natural” parking areas on Enclave Way, as directed by BOD
- 5. Routine and preventive maintenance requests
- 6. Slurry seal roadways in coordination with Cedar Draw
- 7. Dead tree removal by in conservancy by arborist and ASRM as needed in yards
**October tree removal was postponed. With the early snowfall they would have been 50% effective and not able to utilize equipment. Best efforts will be made to remove all dead trees in conservancy area, but there will always be dead trees in this area.*
- 8. Phase I deck power wash and seal
- 9. Phase I railing repainting
- 10. Continue clean up behind Phase II
- 11. Snow removal as needed. **There is a new Snow Removal company for the 2019-2020 snow season. Salt usage throughout the community will be reduced and is not billed separately. Snow Removal will be billed on a monthly contract.*

2021 Maintenance

Painting Schedule B:30, 28/29, 26/27, 24/25

1. Phase II deck power washing seal
2. Phase II paint railing
3. Evaluate necessity of additional parking areas
4. Improve phase II landscape behind homes
5. Routine and preventative maintenance
6. Landscape maintenance on common areas including green roof areas

2022 Maintenance

Painting Schedule C: 13/14, 15/15, 19/20, 21/22

There is a three-year rotation on painting all of the buildings.

C. Governance Update: A lot of time this year was spent making necessary changes. The 2 HOA's work closely together but operate separately.

- **Separation of Cedar Draw** - complete
- **Third Amendment:**
 - **Short-term Occupancy** (14 day minimum)
 - **Notice of Reinvestment** (recorded)
 - **Fine Schedule**

*Warnings and fines have been issued for "rental" violations.

If you have noise concerns late at night or on weekends, please contact the police and report on the portal to management.

V. NEW BUSINESS

A. 2020 Budget – Reviewed and Approved

When the HOA separated there were No reserve funds except those left by the developer for the bridge. The 8% increase in dues is allocated to Capital Reserve funding.

B. Insurance – Deductible increased from \$1,000 to \$10,000. Notice of change will go out to homeowners so that they can make appropriate changes before the renewal Jan 16, 2020.

C. Modification Procedure – As best practice, please notify management and the Board of any changes that you plan to make to your home.

D. Landscaping Upgrades

The right-hand side of Enclave Lane gets overgrown with weeds. The sprinklers are ineffective with the height of the foliage. The Board has requested bids to modify this area into grass for ease of maintenance and for a more well-kept look.

E. Proposed Parking

There was a 50/50 divided response to the parking survey but there is a clear need for additional parking. 2 spaces will be installed along Enclave Way for use. Homeowners will be notified in advance of work commencing.

F. Parking Rules

Please report issues/concerns on the portal to management. Parking issues related to short-term occupancy will be reviewed with the attorney.

G. Board Election

Chris Thompson was elected to serve.

VI. ADJOURNMENT: 5:30pm