

ENCLAVE AT SUN CANYON

Enclave at Sun Canyon Homeowners Association March 5, 2020 Meeting Minutes

I. Call to Order Greg Douglass, 12:03pm Q1 Meeting

II. Establish a Quorum

Board Members: Greg Douglass (phone), Megan Gelston (i.o), Chris Tompson (i.o)

Owners: Carol Hodgman (i.o), David Steiner (phone), Will Poindexter (phone)

ASRM: Carissa Nosack, Mike Williams, Gina Covino, Garrick Malin

III. Approval of Meeting Minutes

Motion to Approve July 9th, 2019 Meeting Minutes by Greg, 2nd by Chris. All in favor, motion passes.

IV. Additions to Agenda - None

V. Ratify Actions Approved by Email

- Conservancy Update: Lot 1 has been donated to the Conservancy. It should be recorded soon, as part of the existing Conservancy Area.

Informational Follow-up:

First issue to resolve is the 2019 Property Taxes for the lots. It is currently being appealed by Kate Sattlemeier as they were owned Jan 1st by the Conservancy (a non-profit).

Second issue to resolve is that the building rights were stripped from the land in June of 2019.

The third issue for the association to resolve is the 2020 tax valuation, which should reflect the land as conservancy. This could potentially impact an increase in HOA dues to pay the taxes on the Conservancy property.

VI. Financial Update

- Year End/Monthly Financial Review: Garrick Malin

2019

Due to the timing variances of certain expenses that occur during the calendar year, the Enclave at Sun Canyon HOA budget was expecting a deficit of revenues over expenses of \$11,116 for this reporting period. The Association is reporting a deficit of \$21,354. This is \$10,238 more than the budgeted deficit for the period. Year-to-date, the Association is better than budget by \$38,095 which is primarily related to a reinvestment fee collected earlier in the year along with

savings in repairs and maintenance.

January 2020 Revenues:

The revenue budgeted for this period of \$21,475 and revenue received of \$20,795 had a variance of \$680 from finance charges and late fees coming in under budget.

January 2020 Expenses:

Period expenses total \$12,453, approximately 0.1% more than budgeted expenses, or an unfavorable variance of approximately \$12. Significant variances of specific line item expenses include:

- Snow Removal Contractor/Labor: The \$1,010 variance was due to snow removal from unanticipated snowfall.

Questions:

Billing Issues have been resolved between Cedar Draw and Sun Canyon for paying their percentages of the Common Area Expenses. When invoices are received SC will pay 23/28 and CD 5/28.

Re-Investment/Transfer fees are input as of the date the check is received, not the date of the sale of the property.

Budgets limit the amount of anticipated Re-Investment Fees so that the Association does not rely upon that income for regular expenses, but can use them for Reserve Funding.

If the budget line says Labor, that is ASRM billing. If it says Contractor, it is an independent vendor.

VII. Maintenance Updates

- Landscape Report

Completed Since Annual Meeting

1. GTC finished heat cable install on Unit 18. Working well since
2. BER/KES Electric fixed lighting over garage door header on Unit 35
3. Jorge fixed damaged grate on bridge
4. Worked with Jorge to plow earlier in the mornings
5. Unit 15 roof leaking again, looking into warranty options. Temp fix, installed tarp and snow being removed. Gathered recommendations from roofing company; will be addressed in Spring Interior painting on hold until roof is repaired
6. Unit 21: responded to homeowner request to check basement for flooding. No evidence of water in basement
7. Reattached broken Stop sign at Enclave Way
8. Reattached tarp on 15 to help mitigate the leaking roof
9. Removed snow cornices on all roofs

10. Removed snow and ice from drain and roof area on 22 to stop leaking inside
11. Reset tripping heat cable breakers on 16
12. Oversaw large ice dam removal by AVR on 16, due to inadequate heat cable
13. Parking and night rentals being documented on Unit 18 by maintenance and emailed to Carissa
14. Removed Christmas tree at 4862
 - *Note to Owners: They will take a tree in the garbage if it is chopped into 3 pieces.
15. Reset boiler to driveway on 2549
16. Inspected water in basement of Unit 26

In Progress

1. Alta Vista Roofing is preparing an Estimate to replace leaking roofing area on Unit 15.
 - *It was reported in Seller Disclosures that the HOA had taken care of a previous leak. No further details have been discovered as the original owner passed away.
 - *Ryan Patterson may have more information.
 - *This Spring when the roof can be accessed, Mike will work with the roofers to make a recommendation on what action needs to be taken to make a permanent repair or whether the roof needs full Replacement.
- Tree Removal:
 2. SaveATree (formerly Wasatch Arborist) is planning on 3 days of tree removal in Phase II at \$2,750/day as soon as weather permits. (Normally \$3K/day).
 - *Mike will coordinate this project.
 - *Priority will be to remove the trees from behind the homes in Phase 2.
 - *Homeowners can flag trees that they are concerned with.
- Capital Project Schedule (deck, railings/painting, landscape improvements, bridge, asphalt)
 3. Painting bids to be approved and scheduled for Units 17/18, and 34/35
 4. Scope of Work for landscape changes to be reviewed and approved
 5. Discussion of landscape maintenance for all areas at ground level:
 - a. Spraying for noxious weeds
 - b. Weeding by hand
 - c. Remove and replace sick trees
 - d. Fertilize trees
 - *Weed suppressing bark usage was discussed. It may be a high initial expense to the HOA to help eliminate weeds/crab grass; however, if

properly maintained, each year the weeding efforts are less than the previous year.

*The use of a granular pre-emergent was also discussed for early Spring application to help reduce the growth of weeds from seed.

*Tom Richardson would be a great resource to meet with to discuss the best options for the community.

6. ASRM planning to maintain garage roof areas
7. Phase I power wash deck and paint hand rails
8. Road improvements to be scheduled
9. Drainage line for Unit 26 to be installed by ASRM to direct excess water away from foundation

VIII. Governance

- Handling of Short-Term Rental Violations
Motion to send 90-day delinquent accounts to collections with Miller Harrison by Greg, 2nd by Chris. All in favor. Motion carries.

- Collective Purchasing for Owners (i.e. backflow testing, dryer vent cleaning, window cleaning)
Chris Thompson will coordinate efforts to find out how much interest homeowners have and whether there is enough participation to justify the efforts. He will also compile a list of recommended vendors. All arrangements and payments for work will be strictly between the homeowner and vendor.

- Enclave at SC: HOA Performance Ranking
Different HOA's have different amenities and there are not many comparable communities to Sun Canyon. The best indicator of a healthy association is that the dues accurately cover expenses, reserves are being adequately funded and the lack of need for special assessments.

Management fees for services can be reviewed and compared. Currently 7% of the dues pay for management.

It may be nice to chart what percentage of HOA fees go into each category to help educate owners what the annual dues pay for. Homeowners want to feel they get the best value for the services that are being provided.

- Bridge/Road Repairs – Report from Cedar Draw
Core testing of the bridge was completed and confirmed the bridge is structurally sound. The bid from Morgan Asphalt for \$70,792.00 was reviewed. This work will be a long-term fix for the bridge and road but it will require

ongoing maintenance. The project is within the budget.

Sun Canyon's portion will be \$58,150.57. The remaining roads will be seal coated at a cost of \$6,393.00. This will leave a surplus of budgeted funds of \$27,000.

A conference call with the Cedar Draw Board will be held to confirm acceptance of the bid. An email vote will be sent out to all Board Members to document votes.

*Black Dog is going to finish the Capstones on the Bridge this spring. They will also finish repairing the rock work beneath the bridge.

- Landscape/Parking S.O.W.

Mailbox Parking for larger vehicles (5 feet deeper): postponed

Parking spots on Enclave Way for parallel parking: Turfstone is the best option for long term durability.

- 1) The bid needs to be revised to detail the 2-4 spots on Enclave Way with the diagram overlaid on a Google Map image to help clarify. The parking areas (and retaining walls) should be marked onsite and any *options for location changes be discussed.*

*When weather permits, ASHM to put markers to identify where the parking will be located (as well as the retaining wall).

- 2) Pending Board review and discussion with vendor (snow removal), the information can then be sent to the owners on Enclave Way for feedback and Q&A with the Board.

- 3) If the parking spots on Enclave Way are heavily utilized, future expansion on Enclave Lane may be considered.

- 4) The parking expansion by the mailboxes is postponed at this time.

ROADSIDE landscaping:

A homeowner provided feedback that a combination of rock and native shrubbery along the roads would be preferred. Existing sprinkler heads could be converted to drip lines for the shrubs and trees. As the groundcover expands it will continue to decrease the weeding efforts over time.

Action: Discussion to take place with BlackDog to get a detailed bid for rock and shrubs/groundcover to match and be similar style and size to the other side of the road all the way up to the hammerhead (weed barrier under the rock). Additionally, request a bid for a few more trees and recommended locations to install them.

- Painting Bids: \$73,520 estimate to include three buildings and all of the garage doors and headers. Budget is \$80K.

Motion to Approve MJ Painting by Greg, 2nd by Megan. All in favor.

IX. Next Meeting Date

June: First week of June

X. Adjournment 2:19pm