

ENCLAVE

AT SUN CANYON

2020 ANNUAL MEETING AGENDA November 16, 2020 at 4:00 pm MT

I. CALL MEETING TO ORDER

- A. **Called to order by:** Greg Douglass
- B. **Seconded:** Megan Gelston

II. ESTABLISH QUORUM

Homeowners In-Person

Steve Child Unit 21
David McDaniel Unit 24
Megan Gelston Unit 26
Kevin & Donna Gruneich Unit 22
Will Poindexter Unit 28
Russ Plumb Unit 32
Greg Douglass Unit 33

Homeowners Via Proxy

Susan Measom Unit 16
Carol & Will Hodgman Unit 17
Linda Stabins Unit 27
Steve & Keri Nelson Unit 30
Sean & Buffy Castillo Unit 29
Stephen A. Skony Unit 15
Patrice D Clapacs Unit 19
Matthew Follett Amy Adele Van Prooyen Unit 25

ASHM

Carissa Nosack
Mike Williams
Garrick Malin
Nicole Chastain
Amy Short

Greg & Megan were re-elected with Steve Child appointed to fill the one-year term remaining for Carol Hodgman/Chris Thompson.

III. ADDITIONS TO AGENDA

- A. **None**

IV. OLD BUSINESS

A. HOA Managers Update

Introduction of All Season Staff. Welcome all the new homeowners. Land Conservancy of 60 acres surround property was reviewed. Capital projects were reviewed.

B. Maintenance Report

1. Prompt attention to homeowner's maintenance requests
 - a. 2549 boiler reset
 - b. Unit 26 water seepage into basement
 - c. 4754 roof leak fixed
 - d. Removed snow and ice on 4890 to stop leaking inside
 - e. Reset heat cable breakers on 4848
 - f. Unit 35 window replacement
 - g. 2629 garage header light replacement
 - h. Unit 26 installed new trench and drain behind house
 - i. Unit 33 buildup retaining wall next to hot tub for safety
 - j. Unit 17 carpet beetle infestation
 - k. Unit 21 rock over garage fixed
 - l. 2651 sprayed for wasps m. 2549/2555 caulked and filled concrete seams n. Level A/C units
2. Phase II tree removal and clean up (3 times)
3. Back flow testing and reports obtained
4. Garage roofs
 - a. Applied pre-emergent
 - b. Raked and applied fertilizer 4 times
 - c. Cut out foliage for season
 - d. Inspected sprinklers
 - e. Applied more grass seed
5. Painted 4 buildings (Units 17/18, 34/35, 32/33, and 34) and all of the garage doors and headers
6. Removed seven water service meters, filled the manhole, and had Mountain Regional Water inspect.
7. Removed three large concrete pipes from property.
8. Installed two natural parking spaces on Enclave Way and changed some landscape profile.
9. Installed ground cover and mulch on all beds in front of homes along Enclave Way.
10. Removed and replace several trees.
11. Fixed leaking membrane roof on Unit 15
12. Reconstructed membrane roof, sloped roof correctly, and waterproofed entire area on Unit 17 to eradicate carpet beetle infestation.
13. Crack seal and slurry sealed roads
14. Bridge repaired

15. Forestry evaluation for future plans
16. Parking patrol
17. Removed dead fall on path
18. Spread wood chips from cut trees at top of Conservancy area
19. Deep fertilization and bug spray on trees around homes

2021 Maintenance Plan

1. Paint Units 24-30
2. Install new ground cover and mulch in beds along Enclave Lane
3. Evaluate necessity of additional parking spaces
4. Improve Phase II landscape behind homes
5. Clean decks and railings
6. Replace sprinkler heads on garage roofs along Enclave Way & irrigation needs on Enclave lane in the spring at the top of the street
7. Routine and preventive maintenance

2022 Maintenance Plan

1. Paint Units 13/14, 15/16, 19/20, and 21/22

V. Conservancy Forestry Plan

Next May and June several crews will be in the conservancy will be there working to clear out what is dead and what should stay. Keeping in mind what is good for the animals and what is ok to remove. There will be noise that does come with them, and some piles of debris that will be part of a controlled burn. So please be patient during this project.

- **Completed 2020 Projects**

- **Bridge**
- **Asphalt**
- **Painting**
- **Parking**

VI. NEW BUSINESS

A. 2019 Meeting Minutes

- **Called to Approve last year budget by:** Greg Douglass
- **Seconded:** Will Poindexter

B. Reserve Study Update Proposal

- **Called to Approve by:** Greg Douglass
- **Seconded:** Will Poindexter
- **In Favor:** Megan Gelston

C. 2021 Budget

- Dues are increased by 2.4% in 2021
- Significant capital expenditures (bridge, roads, conservancy clean-up, new landscaping, new parking on Enclave Way) were completed in 2020.
- The funding for these capital expenses came from two sources: Steve Urry Contribution up on HOA turnover and significant/unexpected home sales transfer fees.
- We expect to spend 65% less on capital improvements/ expenses in 2021 and are lowering the future reserve accrual to \$75k from \$100k in order to keep the dues increase to lower single digits.
- The two largest capital expenditures are conservancy clean up (\$30k budget) and Exterior Home painting 1/3rd of the homes, \$68k budget)

D. Board Election

- Greg & Megan were re-elected with Steve Child appointed to fill the one year term remaining for Carol Hodgman/Chris Thompson.

VII. ADJOURNMENT

- A. Called to adjourn by:** Greg Douglass
- B. Seconded:** Will Poindexter



American Conservation Experience

Mountain West Division, 333 North State Street, Hurricane, UT, 84737



AMERICAN CONSERVATION EXPERIENCE

Mountain West Region

333 North State Street, Hurricane, Utah 84737

WORK PROJECT AGREEMENT

Between

AMERICAN CONSERVATION EXPERIENCE

And

ENCLAVE AT SUN CANYON HOMEOWNER'S ASSOCIATION

I. **Project Title:** 2021 Forest Thinning – 12 acres of the 67-acre Enclave at Sun Canyon Conservation Easement - Parcel Number: ECDS-A-AM

II. **Detailed Project Description:**

1. Forestry thinning of approximately 12 acres of conifer and aspen forest as part of the Forestry Plan for Enclave at Sun Canyon Conservation Easement with primary goals to improve overall forest healthy, reduce wildfire hazard, improve wildlife habitat and maintain the sites aesthetic qualities and recreation value.

Project Objectives and Goals:

2. American Conservation Experience (ACE), a nonprofit conservation corps will provide forestry conservation crews to assist the Enclave at Sun Canyon Homeowner’s Association partners to accomplish forestry thinning of approximately 12 acres of conifer and aspen forest or other tasks consistent with the Forestry Plan for Enclave at Sun Canyon Conservation Easement.

III. **Special Conditions**

1. ACE will provide 1 trained forestry thinning crew and equipment plus transportation throughout the project including to and from the project site(s). The ACE crew will consist of one staff Crew Leader (S212 certified sawyer) One Assistant Team Leader and six corps members. The crew will camp throughout the duration of the project hitch(s) as per arrangements agreed upon by project partners prior to the beginning of crew work. ACE will provide: personal protective equipment (PPE), hard hats, eye pro, ear pro, long sleeve field shirts and long pants. Ace will also provide tools including: chainsaws, hand tools, First Aid Kit; GPS & SPOT devices plus additional crew communications equipment, crew provisions and camping supplies.

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333 North State Street, Hurricane, Utah 84737

IV. **Term (length) and dates of Project(s):**

In the spring of 2021 with crew start dates to be determined, ACE will provide one 8-person crew(s) for 6 project weeks equivalent to 24 project days divided into 3 8-day

hitch(s) for a total of 1920 crew member hours. *[The typical crew working day is 10 hrs. long (7:00 am – 5:30) pm with ½ hr. lunch break) and includes Travel to and from the work site.]*

V. Agency Contacts:

The following is a list of agency contact personnel with responsibility for local administration of this Supplemental Work Project Agreement:

Enclave at Sun Canyon Homeowner's Association Project Partner
Contact: Greg Douglass – HOA Board Member
1794 Olympic Parkway Suite 200
Park City, UT 84098
972-333-3324
gregkdouglass@yahoo.com

ACE Cooperator Project Contact:
Aaron Wilson - Director - ACE Mountain West Region
333 North State Street
Hurricane, Utah 84737
435-359-6852
awilson@usaconservation.org

Phone: (928) 226 6960 • www.usaconservation.org



VI. Reimbursement:

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All reimbursements will be due immediately upon receipt. Enclave at Sun Canyon Homeowner's Association will reimburse ACE for Crew weeks worked at a weekly rate of \$7,754.00 or an hour/crew member rate of: \$24.23 for a duration of 6 total crew weeks or 1920 crew member hours. Total project costs will not exceed \$46,524.03. *[ACE will only invoice for hours worked.]* ACE will also provide an in-kind match of \$35,023.20 to the project *(In-kind contribution calculated using current IndependentSector.org rates.)*

THE PARTIES HERETO have executed this Supplemental Work Project Agreement.

Greg Douglass – HOA Board Member - Enclave at Sun Canyon Homeowner's Association

Authorized Agency Personnel Name and Title

Authorized Agency Personnel Signature Date

Aaron Wilson, Regional Director - American Conservation Experience (ACE) - Mountain West Division

Authorized Agency Personnel Name and Title

11/05/2020

Authorized Agency Personnel Signature Date

**Enclave at Sun Canyon HOA 2021
Operating Budget**

	2020 Actuals	2020 Budget	Variance	2020 Actuals	2021 Budget	Variance	% CHG
Income							
Association Fee Income							
40100-Member Dues	249,365	249,343	(22)	249,365	255,353	5,988	
Total for 40000-Association Fee Income	249,365	249,343	(22)	249,365	255,353	5,988	2.40%
45000-Other Income							
41600-Other Income	1,500	-	(1,500)	1,500	-	(1,500)	
45100-Interest Income Operating	59	-	(59)	59	-	(59)	
45150-Interest Income Reserve	20,930	-	(20,930)	20,930	-	(20,930)	
45200-Finance Charges / Late Fees	26,000	8,356	(17,644)	26,000	8,356	(17,644)	
45275-Reinvestment/Transfer Fees	102,475	15,000	(87,475)	102,475	30,000	(72,475)	
Total for 45000-Other Income	150,964	23,356	(127,608)	150,964	38,356	(112,608)	-74.59%
Total Income	400,329	272,699	(127,630)	400,329	293,710	(106,620)	-26.63%
Expense							
50000-General & Administration							
50200-Bank Fees	75	180	105	75	180	105	
50300-Legal and Professional Fees	3,975	3,750	(225)	3,975	3,750	(225)	
50450-Accounting	7,200	7,900	700	7,200	7,900	700	
50490-Auto/Travel	109	-	(109)	109	-	(109)	
50505-Holiday Décor	4,200	4,200	-	4,200	4,200	-	
50480-Board of Director Expense	500	560	60	500	560	60	
50495-Miscellaneous	11	-	(11)	11	-	(11)	
50520-Licenses/Fees/Dues	10	910	900	10	910	900	
50525-Management Fees	13,064	13,064	-	13,064	13,340	276	
50540-Postage	57	120	63	57	120	63	
50550-Insurance	22,793	24,120	1,327	22,793	24,120	1,327	
Total for 50000-General & Administration	51,994	54,804	2,810	51,994	55,080	3,086	5.94%
60000-Repairs & Maintenance							
60025-Maintenance Labor	24,079	24,500	421	24,079	26,040	1,961	
60030-Contract Services	3,455	2,700	(755)	3,455	-	(3,455)	
60100-Landscape Labor	12,328	14,000	1,672	12,328	14,000	1,672	
60105-Landscape Contract	27,999	15,425	(12,574)	27,999	20,000	(7,999)	
60106 - Forestry / Tree Contractor	-	-	-	-	30,000	30,000	
60133-Lighting Repair Contractor	915	915	-	915	915	-	
60153-Building Exterior Repairs Contractor	7,250	5,750	(1,500)	7,250	5,750	(1,500)	
60170-Parking-Grounds-Roads Labor	8	-	(8)	8	-	(8)	
60200-Roof Repair Labor	650	1,350	700	650	-	(650)	
60205-Roof Repair Contractor	4,345	3,100	(1,245)	4,345	3,100	(1,245)	
60260-Snow Removal Labor	2,875	2,500	(375)	2,875	2,500	(375)	
60265-Snow Removal Contractor	16,810	21,000	4,190	16,810	17,250	440	
60450-Pest Control	-	525	525	-	7,500	7,500	
Total for 60000-Repairs & Maintenance	100,714	91,765	(8,949)	100,714	127,055	26,341	26.15%
61000-Supplies							
61100-Supplies-Building	961	600	(361)	961	600	(361)	
61110-Supplies-Equipment	64	-	(64)	64	-	(64)	
61115 - Supplies - Landscape	-	-	-	-	5,000	5,000	
61120-Supplies-Grounds/Parking	1,595	626	(969)	1,595	-	(1,595)	
61130-Supplies-Electrical	32	-	(32)	32	-	(32)	
61135-Supplies-Fertilizer/Insects	144	-	(144)	144	-	(144)	
61145-Supplies - Fuel	694	-	(694)	694	400	(294)	
61170-Supplies-Plumbing	143	300	157	143	-	(143)	
61180-Tool Supplies	728	-	(728)	728	1,000	272	
Total for 61000-Supplies	4,362	1,526	(2,836)	4,362	7,000	2,638	60.48%
66000-Utilities							
66200-Electric	3,279	5,542	2,263	3,279	3,377	98	
66800-Water	25,434	19,062	(6,372)	25,434	26,197	763	
Total for 66000-Utilities	28,713	24,604	(4,109)	28,713	29,575	861	3.00%
90000-Future Reserve Accrual	100,000	100,000	-	100,000	75,000	(25,000)	-25.00%
Total Expense	285,783	272,699	(13,084)	285,783	293,710	7,927	2.77%
Excess (Deficiency) of Revenues over Expenses	114,546	(0)	(114,546)	114,546	0.00	(114,546)	

Enclave at Sun Canyon HOA Capital Budget 2021

ID #	Component Name	Useful Life (yrs)	Remaining Useful Life	Estimated	2020 ACTUALS	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	
				Replacement Cost		2021	2022	2023	2024	2025	2026	2027	2028	2029
104	Balcony Decking - Seal	4	2	11,400					6,500	6,500			15,321	
105	Balcony Decking - Resurface	24	22	53,200	37,325									
202	Asphalt - Seal/Repair	4	2	10,000	25,294				11,941				13,439	
	Parking Lots - 4 Spots				17,343		20,000							
321	Landscape Lights - Replace	5	3	3,150		3,442					3,990			
324	Exterior Lights - Replace	15	13	20,000										
403	Mailboxes - Replace	20	18	4,950										
700	Unit Placards - Replace	25	23	4,000										
701	Entry Doors - Replace	25	23	37,500										
702	Garage Doors - Replace	25	23	70,000										
703	Glass/Metal Doors - Replace	25	23	67,500										
1003	Irrigation Controllers - Replace	12	10	3,750									5,040	
1107	Metal Railings - Repaint	4	2	11,100										
1115	Metal Siding - Replace	30	28	20,300										
1127	Wood Surfaces - Paint (A)	2	0	38,500									53,293	
1127	Wood Surfaces - Paint (B)	5	3	21,600	76,042	68,000	69,020	70,055	71,106	72,173	73,255	74,354	75,469	
1128	Wood Surfaces - Partial Replace	15	13	17,050										
1130	Window/Door Caulking - Replace	25	23	76,500										
1250	Snowmelt Systems - Replace	30	28	196,500										
1301	Green Roofing - Replace	40	38	77,000										
1308	Metal Seam Roof - Replace	30	28	84,750										
1309	Built-Up Roof - Replace	18	16	108,000										
1705	Planters - Waterproof	20	18	6,000										
1901	Panels - Replace	15	13	5,250										
	Bridge			80,000	51,149									
	Landscape Projects			20,000	25,391									
					232,544	71,442	89,020	70,055	89,547	78,673	77,245	74,354	109,269	53,293
Anticipated Beginning Capital Balance Assumes Bad Debt W/O					79,128	61,130	64,688	52,168	60,142	50,186	52,696	58,256	68,364	45,246
Actual / Budgeted Reserve Placement					100,000	75,000	76,500	78,030	79,591	81,182	82,806	84,462	86,151	87,874
Special Assessment														
Excess Revenues over Expenses elected to be transferred to reserve					114,546									
Budgeted Capital Expenses (from above)					(232,544)	(71,442)	(89,020)	(70,055)	(89,547)	(78,673)	(77,245)	(74,354)	(109,269)	(53,293)
Anticipated Ending Capital Balance					61,130	64,688	52,168	60,142	50,186	52,696	58,256	68,364	45,246	79,828
Fully Funded Reserve Balance					261,465	317,999	329,799	429,025	481,524	550,771	616,139	687,477	752,704	831,773
Coverage					23.4%	20.3%	15.8%	14.0%	10.4%	9.6%	9.5%	9.9%	6.0%	9.6%

Painting Schedule	2020	2021	2022	2023	2024	2025	2026	2027	2028
Unit #'s	17/18	30	13/14						
	34/35	28/29	15/16						
	32/33	26/27	19/20						
	31	24/25	21/22						

Enclave at Sun Canyon 2021 Budget Assumptions

Maintenance Labor

General Routine Maintenance	25,000.00
Roof Repair Labor	<u>1,040.00</u>
Total	26,040.00

Building Supplies

General Building Supplies	200.00
Equipment Supplies	200.00
Electrical Supplies	100.00
Plumbing Supplies	<u>100.00</u>
Total	600.00

Landscaping Supplies

Grounds/Parking Supplies	4,000.00
Fertilizer/Insects	<u>1,000.00</u>
Total	5,000.00

Landscape Contract

General Landscaping	14000
Mulch, Fabric, and Roof Sprinklers	<u>6000</u>
	20,000.00



ENCLAVE AT SUN CANYON GENERAL PROXY

ENCLAVE AT SUNCANYON HOA ANNUAL MEETING MONDAY, NOVEMBER 16, 2020

I _____, the owner of unit # _____ in the Enclave at Sun Canyon Homeowners Association, hereby designate the Enclave at Sun Canyon Homeowners Association Board of Directors or _____ to vote on my behalf on any motions presented at the 2020 Enclave at Sun Canyon HOA Annual Meeting.

Signature: _____

Unit Number(s): _____

Date: _____

2020 BOARD OF DIRECTORS ELECTION BALLOT
UNIT OWNERS MAY CAST TWO VOTES

_____ Greg Douglass

_____ Megan Gelston

_____ Steve Child

This proxy must be delivered prior to the commencement of the annual meeting to Nicole Chastain to be counted as a valid proxy. Please send completed proxy to fax: (435) 645-9602, email: nchastain@allseasonhoa.com or mail: 1794 Olympic Parkway Ste. 200, Park City, UT 84098.