



# *Sierra Pointe Homeowners Association, Inc.*

## Board of Directors Meeting Minutes

September 23<sup>rd</sup>, 2024

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The meeting was held at the Association's clubhouse, 3480 Parkmoor Village Drive, and called to order at 5:30 PM. Present were as follows:

Holly Schwarz	President
Ken Cross	Vice President
Becky Gaerlan	Secretary
Jocelyn Shipley	Treasurer
Sondra Boley	Director at Large
Derek Patterson	Property Manager

The Board of Directors, Mr. Patterson, and the members introduced themselves.

### **Hearing(s):**

None.

### **Secretary's Report:**

The August Board meeting minutes were approved as submitted.

### **Financial Report:**

Mr. Patterson reviewed the finances for August 31<sup>st</sup> (the Balance Sheet, Income Statement, and Cash Disbursement). Total Cash was \$180,691.58, with \$1,173,230.42 in Reserves. A question-and-answer period followed. Reserve funding is short by \$75k, but this is to help fund the yearly operating shortage for insurance, which is roughly \$80k.

The RBC Reserve Investment account was reviewed.

The AGED Receivables report was reviewed. The total due is \$83k.

### **President's Report:**

The underground drainage project is close to being completed.

There was a discussion on replacing water heaters close to their useful life versus waiting for them to go down. A motion was made to give Mr. Patterson spending authority to replace two (2) heaters up to \$15k each, which carried 5-0 in favor. Mr. Patterson will ask Olson if they have any units in stock.

Mr. Patterson presented the **Manager's Report**.

The 2024 Project List was reviewed.

The monthly **Violation Compliance Inspection List** was reviewed.

**Pool & Clubhouse:** Nothing to report.

**Towing Report:** No vehicles were towed. The average cost of a tow event is \$343.00 plus a \$46/day storage fee. All new state-mandated signs have been installed.

### **Old Business:**

Mr. Patterson reviewed the second draft of the 2025 Budget, which required a 10% dues increase to balance the budget. Numerous line items were discussed, and input was taken from the members present. After a discussion, a motion was made to approve the budget which carried 5-0 in favor. The budget will stand approved for the yearly Budget Meeting to be held next month.

### **New Business:**

It was noted that past payments for the laundry room machines had not been received from CSC Service Works, Inc. Mr. Patterson has submitted two (2) inquiries for an audit of payments for 2023 and 2024; so far, there has been no reply. The contract expires in December 2025.

A second bid to install new black steel fencing at Building 3515 Rebecca was reviewed due to the stucco walls being removed for the drainage work. After a discussion, a motion was made to approve the bid (\$16.9k), which carried 5-0 in favor.

A bid for the yearly fire extinguisher test was reviewed by WSFP. After a discussion, a motion was made to approve the bid which carried 5-0 in favor.

The owner of 3440 Parkmoor A submitted a request to have a letter indicating that the HOA will not file a claim for water damage resulting from the owner above so individual insurance can be pursued.

Mr. Patterson reviewed a management contract price update for 2025, which updates the first page of the contract. After a discussion, a motion was made to approve the increase which carried 5-0 in favor.

It was noted that the main hot water supply for 3450 Parkmoor leaked into Unit #B. The repair was fixed, and the rebuilding will be initiated.

A bid for the 2024-2025 Lawn Contract was reviewed by Unlimited Landscape Services. Other bids were sought, but none were submitted. After a discussion, a motion was made to approve the bid which carried 5-0 in favor. They will start next week.

**RCM** emergency invoices:

None.

**Owner's Forum:**

Questions and comments were taken from the floor.

6:59 PM. It was noted that the Board would go into an **Executive Session** to discuss legal matters and concerns about owner's privacy.

The meeting was reconvened.

A motion was made to approve the CAI renewal for 2025, which carried 5-0 in favor.

There was a discussion on a recent water leak/flood event where a resident opened the utility room and helped shut off the water and coordinate vendor access into the unit (the owner was out of state, and the home was vacant – water was flowing out of the entry doors). A motion was made to approve a gift card for the resident, which carried 4-0 in favor.

A bid to replace the flat roof on the upper balcony at 3530 Parkmoor #C was reviewed, and it was noted that the wooden deck would have to be removed and disposed of. It was noted that there are ten (10) of these upper balconies, and it is unknown what the walking surface on top of the EPDM roofing membrane is. This bid provided for a commercial Decko Tile system, allowing furniture, walking, etc. After a discussion, a motion was made to approve the bid which carried 5-0 in favor. The other balcony owners will be contacted to inquire about what they have on top of the EPDM membrane.

Mr. Patterson and Ms. Boley will issue a formal notice and demand for payment to Hammers for all associated fees related to the flood event at 3525 Rebecca #B, roughly \$34k.

The owner of 3535 Rebecca #B was told that since she is using the vendor of her choosing, the HOA will need to see the signed contract, and then the vendor will need to invoice the HOA the \$35k, as the fee will not be paid directly to the owner.

The December Board meeting will be held via Zoom, and other winter meetings may be considered for telecommunications.

There being no further business, the meeting was adjourned at 7:45 PM.



Derek Patterson  
Property Manager