



Sierra Pointe Homeowners Association, Inc.

Board of Directors Meeting Minutes September 22nd, 2025

The meeting was held at the clubhouse and called to order at 5:30 PM.

Present were as follows:

Holly Schwarz	President
Ken Cross	Vice President
Becky Gaerlan	Secretary
Hayden Jones	Treasurer
Nancy Middleton	Director at Large
Derek Patterson	Property Manager

Secretary's Report:

The August Board meeting minutes were approved as submitted.

An ATWAM email vote was taken on 9-4-25 to approve gutter work at building 3475 R, which carried 5-0 in favor.

An ATWAM email vote was taken on 9-5-25 to approve a concrete bid for building 3475 #A, which carried 5-0 in favor.

Financial Report:

Mr. Patterson reviewed the finances for August 31st (the Balance Sheet, Income Statement, and Cash Disbursement). A question-and-answer period followed.

The RBC Reserve Investment account was reviewed.

The AGED Receivables report was reviewed to include the monthly update from SJJ. The total due is \$107k.

President's Report:

Mrs. Schwarz reviewed projects being worked on (numerous sidewalks being replaced, rear patios, drainage, grade work, retaining walls, patio wall removals and new handrail installations, the pool retaining wall – engineering, etc.). It was reported that the police and fire department gave favorable comments for the new patio handrails.

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

The 2025-2026 Project List was reviewed.

The water heater replacement list was reviewed.

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

Pool & Clubhouse: It was noted the basement/pool equipment room has not source of heat. Mr. Patterson installed a space heater temporarily until a new heating unit can be installed.

Towing Report: The average cost of a tow event is \$343.00, plus a \$46 daily storage fee.

Mr. Patterson noted that he has tried to obtain new bids for gutter cleaning without success. It was noted that All Year Gutters continues to have concerns, and a new vendor will be found.

Old Business:

One of the insurance providers, bidding on the 2025-2026 renewal, inquired about what type of electric panels are in the units. An inspection was done of numerous homes, and the findings were sent to the carrier; there are no FPE panels found.

It was noted there are currently no guidelines for the gym. After a discussion, it was agreed to draft a new bullet noting the times will be open 24/7.

Mr. Patterson has been working to get information needed to close the PPRBD permit for the carport repairs at 3525 R. The second letter from RMG did not help, so a new engineering firm is being sought.

The new design plans from RMG were reviewed (including soil testing), to remove and replace the retaining wall along the pool perimeter (a concrete foundation and wall). This was sent to a vendor to inquire if any other information is needed to obtain a bid.

Ms. Gaerlan has been working with Mavenex on fixing issues with the camera system/software. It was suspected that the internet speed could be a cause, so the Comcast account was updated from 200 Mbps to 1.2Gbps, and the price is now \$305 a month.

New Business:

The second draft of the 2026 Budget was reviewed, noting no updates and the dues and utility fees will remain the same.

A bid was reviewed for 3460 P #A to demo the patio stucco wall, install new concrete and new handrails/gate. After a discussion, a motion was made to approve it, which carried 5-0 in favor.

A bid was reviewed for 3460 P #B to demo the patio stucco wall, install new concrete and new handrails/gate. After a discussion, a motion was made to approve it, which carried 5-0 in favor.

A bid was reviewed for 3440 P #S to demo the patio stucco wall, install new concrete and new handrails/gate. After a discussion, a motion was made to approve it, which carried 5-0 in favor.

A bid was reviewed for 3440 P #T to demo the patio stucco wall, install new concrete and new handrails/gate. After a discussion, a motion was made to approve it, which carried 5-0 in favor.

A bid was reviewed for 3260 R to demo and install a new section of sidewalk, steps and a patio and adjust the grade. After a discussion, a motion was made to approve it, which carried 5-0 in favor.

A bid was reviewed for 3150 R #T to demo the patio stucco wall, install new concrete and new handrails/gate. After a discussion, a motion was made to approve it, which carried 5-0 in favor.

A bid was reviewed to inspect and clean all gutters in the community; noting that many end caps and downspout penetrations were not sealed. After a discussion, a motion was made to approve it, which carried 5-0 in favor.

A bid was reviewed to replace the support posts for a carport at 3445 R, noting there are concrete piers. After a discussion, a motion was made to approve it, which carried 5-0 in favor.

A bid was reviewed for 3525 R #G to demo the patio stucco wall, timbers, landscaping, and new handrails. After a discussion, a motion was made to approve it, which carried 5-0 in favor.

A bid was reviewed for 3465 R #A to demo the patio stucco wall, patio slab and stucco repairs. After a discussion, a motion was made to approve it, which carried 5-0 in favor.

RCM emergency invoices: None.

Owner's Forum:

Questions and comments were taken from the floor.

6:30 PM. It was noted that the Board would enter an **Executive Session** to review a private matter with two (2) owners.

The meeting was reconvened.

A motion was made to approve the removal of late fees and late interest for COSSPTE287, from a payment due date error beginning in April to September 2025. The motion carried 5-0 in favor.

A motion was made to approve the removal of late fees and late interest for COSSPTE122, from September 2025. The motion carried 5-0 in favor.

There being no further business, the meeting was adjourned at 7:00 PM.

A handwritten signature in black ink, appearing to read "Derek Patterson", with a stylized flourish at the end.

Derek Patterson
Property Manager