Sierra Pointe Homeowner's Association, Inc.

Board of Directors Meeting Minutes
September 28th, 2026

The meeting was held at the clubhouse and called to order at 5:31 PM. Present were as follows:

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

Secretary's Report:

The August Board meeting minutes were approved as submitted.

An ATWAM email vote was held on 8-20-26 to approve a drain for the utility room and water restoration work for Unit #J, which passed 5-0 in favor.

An ATWAM email vote was held on 9-4-26 to approve a concrete stem wall at 3440 P, which passed 5-0 in favor.

An ATWAM email vote was held on 9-21-26 to approve a new concrete stem wall near 3240 V #E, stucco repair, and new rock, which passed 5-0 in favor.

Financial Report:

Mr. Patterson reviewed the August 31st finances, including the Balance Sheet, Income Statement, and Cash Disbursements. A question-and-answer period followed.

The RBC Reserve Investment account was reviewed.

The AGED Receivables report was reviewed ($130k owed). It was noted that the Board will go into Executive Session at the end of the meeting about new collection matters, new legal matters, the management fee schedule for next year, and other owner requests for individual privacy.

President's Report:

It was noted that only one City agency is left to sign off on the retaining wall permit.

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

The 2026 Project List was reviewed.

The monthly Violation Inspection List was reviewed.

The survey work has been completed at the northwest corner of Rebecca; options will be reviewed on how to memorialize the boundaries.

A bid for five (5) more area lights was reviewed and will be tabled until after January.

A bid was reviewed to replace the carport support posts near 3465 R; the design engineering was already completed, but additional engineering will be necessary for the Code Study submittal. After a discussion, a motion was made to approve the bid, which carried 4-0 in favor.

The Garden & Landscaping Committee submitted three (3) requests: adopt the bulletin board at the clubhouse, plant new ground cover at the garden area, and install new trees and shrubs in the community. After a discussion, a motion was made to approve them all, which carried 4-0 in favor.

Old Business:

The second draft of the 2027 Budget was reviewed. It was agreed to move $1,400 to the Garden & Landscape Committee line item. After a discussion, a motion was made to approve the budget as balanced, with no dues or utility increase, which carried 4-0 in favor.

The invoice for retaining wall repairs resulting from a tow truck driver crash was reviewed. A letter of demand is being issued by the law firm requesting reimbursement, and if no payment is received, a lawsuit will be initiated.

New Business:

The fall gutter cleaning bid was reviewed, which is the same price for each cleaning in 2027, within the budget. A motion was made to approve the bid, which carried 4-0 in favor.

A bid was reviewed to install new safety railings on top of the retaining wall north of 3140-3150 V. After a discussion, a motion was made to approve the bid, which carried 4-0 in favor.

A bid was reviewed to correct drainage issues at 3475 R. After a discussion, a motion was made to approve the bid, which carried 4-0 in favor.

A bid was reviewed to correct drainage issues at 3520 P. After a discussion, a motion was made to approve the bid, which carried 4-0 in favor.

A bid was reviewed to correct drainage issues, standing water, and grade issues at 3140 V. After a discussion, a motion was made to approve the bid, which carried 4-0 in favor.

A bid was reviewed to fix all Woodpecker holes at all thirty-three (33) buildings with a deterrent product to prevent future damage. After a discussion, a motion was made to approve the bid, which carried 4-0 in favor. Installing more houses is being considered for next spring.

Owner's Forum:

Questions and comments were taken from the members present.

Executive Session:

The Board went to executive session to discuss the items noted above. The Board reconvened the meeting.

A motion was made to approve BBCAM's 2027 Fee Schedule, which carried 4-0 in favor.

A motion was made to turn over two (2) accounts to the law firm that defaulted on a payment plan; 3440 P #V and 3120 V #F. The motion carried 4-0 in favor.

A motion was made to turn over two (2) accounts to the law firm that failed to comply with violation notices, and $500.00 in assessment fines were posted. The motion carried 4-0 in favor.

There is a leaking roof, resulting from 3450 P #C screwing flooring tiles and pet damage to the EPDM, leaking into the home below. A bid was reviewed to correct the balcony roof. A motion was made to approve the bid and pass the fees onto the owner's account. The motion carried 4-0 in favor.

A request was submitted to install an electric chair rail/lift at 3510 P. Details were reviewed; more information is needed to determine if the request can be approved.

There being no further business, the meeting was adjourned at 7:20 PM.

Derek Patterson
Property Manager