



# *Sierra Pointe Homeowners Association, Inc.*

## **Board of Directors Meeting Minutes**

**February 27, 2023**

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The meeting was held at the Association's clubhouse, 3480 Parkmoor Village Drive, and called to order at 5:33 PM. Present were as follows:

John Clancy	President
Holly Schwarz	Vice President
Ken Cross	Secretary
Jonathan Cho	Treasurer
Linda Schaefer	Director at Large
Derek Patterson	Property Manager

The Board of Directors, Z&R and the members present introduced themselves.

### **Hearings:**

None.

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

The December Board meeting minutes were approved as submitted. The January Annual meeting minutes were reviewed with no changes. The January Organizational meeting minutes were approved as submitted.

There was four (4) Action Taken Without a Meeting email votes in January and February, all of which passed 4-0 and 5-0 in favor (Foreclosure action, Legal action for three homes, Violation inspection \$300 fine postings, and a contract approval for a new door at 3450 #C).

### **Financial Report:**

Mr. Cho and Mr. Patterson presented the finance report for December 31<sup>st</sup> year-end and January 31<sup>st</sup> (the Balance Sheet, Income Statement, and Cash Disbursement). December total assets were \$1,683,782.27, with \$1,501,950.44 in Reserves. January total assets were \$1,750,819.93, with \$1,539,727.26 in Reserves. A question-and-answer period followed.

The RBC Reserve Investment spreadsheet was reviewed. A new CD will be sought for \$100k.

The AGED Receivables report was reviewed (7 homes are in active legal collections, 3 homes are on payment plans, and 4 homes are close to entering the collection process).

The Extra Duty police patrols are being filled; these are police officers in a marked vehicles who can also respond to normal police dispatches.

The 2021 Federal and State returns have been completed, and Mr. Patterson is working with Ciratas now for the 2022 returns. A representative with Warren Management was found who was very helpful in obtaining financial information before Z&R took over.

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

The 2023 Project List was reviewed.

The list was updated to reflect the primary projects to be considered this year. Information was presented to Mr. Patterson to continue developing specifications for different projects.

The Inspection List was reviewed, and compliance is occurring faster with the new state law processes and fine amounts than last year. The February inspection was delayed one week due to the snow/cold weather.

Three (3) vehicles were towed within the community during December and January.

### **Old Business:**

Mr. Patterson briefed the membership on the news that RowCal recently purchased Z&R. The Board was previously sent a new management contract for review, and contract amendments were sent/verified by RowCal. A handout of the three-page Addendum was given to the Board. The floor was open for general questions from the members present. It was noted that the price remains the same as existing, the contract will be for full-service management, and there are no other options at this time. The Board will review the Addendum with plans to conduct an email vote on Wednesday afternoon.

The engineering specifications developed by Knott Engineering for re-securing the crawlspace walls of Building 3415 were reviewed. Multiple vendors were asked to submit a bid which should be available for the next meeting.

There was a discussion on the current snow removal specifications for the community's sidewalks and parking lot areas. After discussion, a motion was made to reduce the accumulation trigger to two (2") inches from four, and no ATVs are to be used for the sidewalks. The motion carried 5-0 in favor.

Mr. Patterson provided updates on the three (3) carports damaged by vehicle accidents. The final design specifications should be ready soon. A new U-Haul claim number was just received this week for 3485 Rebecca #E.

## **New Business:**

The owner of 3140 Van Teylingen #D submitted an ACC request to install a 4-panel privacy screen for the upper balcony. The request was denied, but the owner was authorized to install the newly approved tan patio awning, which mounts with no fasteners to the structure and can take more wind load.

It was noted that Maid To Clean recently combined services and will now operate under Pete's Perfect Properties. Four (4) new renewal contracts were reviewed for the services being currently conducted and a new pet waste and trash cleanup service. The owners were present to answer questions. A motion was made to approve all four contacts, which carried 5-0 in favor.

- The weekly cleaning of all six (6) laundry rooms;
- The weekly cleaning of all six (6) trash enclosures;
- The weekly cleaning and servicing of twelve (12) pet stations which includes refilling with specific bags;
- The weekly cleaning of trash in general in Common Areas and pet waste removal throughout the entire community.

The owner of 3220 Van Teylingen #C inquired if the Association would like to install vending machines. Discussion followed, and the request was denied due to past vandalism incidents with similar machines.

The owner of 3110 Van Teylingen #B requested a \$200.00 assessment fine removed for a violation notice. Details were reviewed. A motion was made to deny the request, which carried 5-0 in favor.

The owners of 3110 Van Teylingen #D submitted a request to have a \$200.00 assessment fine removed for a violation notice. Details were reviewed. A motion was made to approve the request, which carried 5-0 in favor.

The owner of 3150 Van Teylingen #H submitted a request for personal reimbursement due to being displaced for asbestos mitigation. The request was unanimously approved.

A bid was reviewed for asbestos mitigation at 3425 Rebecca #B, related to numerous water line leaks, and a question-and-answer period followed. A reimbursement was submitted for \$159.44. A motion was made to approve both requests, which carried 5-0 in favor. It was noted a rebuild bid would be sought.

The owners of 3425 Rebecca #E submitted a request for personal reimbursement resulting from rebuilding additional work and no power issues inside the home. A motion was made to approve a reimbursement of \$500.00, which carried 5-0 in favor.

The owner of 3430 Parkmoor #C submitted a request to have a \$200.00 assessment fine removed for a violation notice. Details were reviewed. A motion was made to deny the request, which carried 5-0 in favor.

The owner of 3440 Parkmoor #V submitted a request to be reimbursed for repairing a screw in the drywall that is believed to be from roofing work conducted around five years ago. Details were reviewed. A motion was made to deny the request, which carried 5-0 in favor.

The owner of 3445 Rebecca #M submitted a request to have a \$200.00 assessment fine removed for a violation notice. Details were reviewed. A motion was made to deny the request, which carried 5-0 in favor.

The owner of 3485 Rebecca #F submitted a request to meet with the Board to discuss a recent loud noise complaint. They were not present, no further action taken.

**Owner's Forum:**

Questions and comments were taken from the floor.

There being no further business, the meeting was adjourned at 7:58 PM.



Derek Patterson  
Property Manager