



Sierra Pointe Homeowners Association, Inc.

Board of Directors Meeting Minutes

April 24, 2023

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:

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|-----------------|---------------------------|
| John Clancy | President |
| Holly Schwarz | (by phone) Vice President |
| Ken Cross | Secretary |
| Jonathan Cho | Treasurer |
| Derek Patterson | Property Manager |

The Board of Directors, RowCal, and the members present introduced themselves.

Hearings:

None.

Secretary's Report:

The March Board meeting minutes were approved as submitted.

An ATWAM email vote was taken on 4-12-23 to consider buying down the Association's wind and hail deductible from 7% to 5%, cost is \$52k. The vote was 5-0 against.

Financial Report:

Mr. Cho and Mr. Patterson presented the finance report for March 31st (the Balance Sheet, Income Statement, and Cash Disbursement). Total assets were \$1,865,704.30, with \$1,613,622.34 in Reserves. The RBC Reserve Investment account balance is \$19,516.75 as a CD expired, funding roughly \$2k in interest. A motion was made to buy a new CD for \$145k and a second \$100k CD, which carried 4-0 in favor. A question-and-answer period followed.

The AGED Receivables report was reviewed (6 homes are in active legal collections, 3 are on payment plans, 3 are close to entering the collection process, and there are 4 homes with pending Foreclosure sale dates). The total due is \$107.3k.

Mr. Stephenson and Mr. Davis, both with RowCal, were present to discuss the operations of RowCal and their RowCal Maintenance Program (RCM). Numerous topics were discussed (CareTeam, Accounting, Collections, financial software, and owner portal and phone app options); questions were taken from the members present. Mr. Davis discussed the RCM program, the process for emergency work orders, health, and safety concerns, mitigating steps, how owners report emergencies, etc. Questions were taken from the members present. It was agreed to appoint Clancy as the Maintenance Liaison for RCM.

It was further agreed to set up the software to allow all Board members to see current invoices, but once Derek, Clancy, and Jonathan approve the invoices, that view option is not available.

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

The 2023 Project List was reviewed. Work is continuing to be updated for the Rejuvenation Project.

There was a discussion on the list for the entire community's replaced roofs and water heaters. The water heater for Bldg. 3405 was just replaced, removing it from the list of items needing to be completed. There are 4 remaining heaters, and the oldest is 22 years old. A motion was made to have the heater at Bldg. 3435 replaced now, which carried 4-0 in favor.

The Inspection List was reviewed. Holly agreed to inspect in early May since RowCal is still working out the logistics for having two people begin monthly inspections.

No vehicles were towed in April.

Old Business:

The Board reviewed the resignation of Ms. Schaefer, who is moving from the community. It was agreed to issue an email alert asking for Board volunteers, and the Board will review candidates and appoint someone to fill the vacated term.

Mr. Patterson reviewed the details regarding the price to buy down the Association's wind and hail deductible (the insurance limit needed is \$923k to reduce the 7% to 5%, and the cost was \$52k). It was agreed not to pursue reducing the deductible at this time, and upon renewal at the end of the year, the coverage will be sought for 5%.

New Business:

There was discussion on a broken pipe/flooding event at 3210 Van Teylingen #A in late December, resulting in Association involvement to enter the home and allow a plumber to make repairs to mitigate the leaking water. The plumbing bill has been sought but not provided as of the date of this meeting (5.5 hours of work), and the other two expenses incurred by the Association total \$745.00. Discussion followed. A motion was made to pass on the \$745.00 fee and the plumbing bill if received to the owner's account, which carried 4-0 in favor.

There was a discussion on a broken kitchen sink drain/trap event at 3440 Parkmoor #E in November, resulting in gray water that filled the crawlspace with a significant odor. The owner's insurance adjuster stated their policy does not cover the cleanup. The Association had a vendor respond and clean up the crawlspace. Numerous emails were issued between the Association and the owner's adjuster, and legal counsel. The mitigation bill was reviewed along with the governing documents to verify the mitigation work is an owner's expense.

A letter will be issued to the owner, so she has documentation of the responsibility for the expense. The owner was present, and a discussion followed. A motion was made to pass on the \$4,599.57 fee to the owner's account, which carried 4-0 in favor. Clancy offered to assist the owner with her insurance adjuster.

Clancy reviewed the details from last week's meeting with two contractors' regarding work to be done at Bldg. 3415, per the design specifications from Knott Laboratory. Bids were reviewed, and discussion followed. A motion was made to approve the bid from Century Construction and Sons for \$45.7k (wall supports), which carried 4-0 in favor. It was noted that the perimeter fence should be removed entirely but will remain for now. A motion was made to approve Mr. Handy Hands and Renovations' bid for \$5.2k (replacing concrete stairs), which carried 4-0 in favor.

Owner's Forum:

Questions and comments were taken from the floor.

The owner of 3230 Van Teylingen #G submitted an ACC request for installing a new air conditioner condenser with an externally mounted line. The request was approved.

There being no further business, the meeting was adjourned at 7:41 PM.



Derek Patterson
Property Manager