

# MINUTES

## Silver Woods CA Monthly Executive Board Meeting

October 3, 2023

6:30pm – 7:30pm Clubhouse

### Housekeeping

- Call to order. Fourteen homeowner attendees.
- Roll call: Marc Bognar, Laura Giorgianni, Diane Seeger. Absent: Trish Scott.
- Approval of September 5, 2023, minutes. Laura motioned, Diane seconded, all approved.
- Meeting Etiquette Guidelines: Marc reviewed meeting etiquette. Limit 2-3 minutes on a topic to ensure everyone gets a chance to speak. Non-agenda items should be reserved for open session.
- Link to September minutes to be included with next meeting's agenda.

### Committee Reports

1. Board Committee Reports:
  - a. (Marc Bognar): Inspection notices: Tabitha conducted inspection on 9/28. A few issues were sent to Board for review to determine if a notice should be sent to the homeowner.
  - b. (Trish Scott): Pool/Clubhouse:
    - i. Pool officially closed for the season. Trish cleaned lounges and will clean the rest and shrink wrap on October 12.
    - ii. Pool furniture: Quote is good until the end of the year. The price quoted was based on the contract discount, which is well below advertised public sales. We can order now, 8–12-week delivery estimate and have Tyndall hold them until the Spring. The Board would like to compare total cost to budget before deciding to purchase. **Action item.**
    - iii. Fitness equipment: Johnson fitness still reports that they are waiting on parts for the elliptical and when it comes in, they will repair the elliptical and end their service contract because they do not have any staff to fulfill the job. They will be referring us to Fitness Machine Tech to service our equipment.
    - iv. Brightview will winterize irrigation for \$175.00.
  - c. (Marc Bognar): Premier: Continue to do a good job for us.
  - d. (Laura Giorgianni): Ponds/Envirotech:
    - i. Ponds: Status quo. Marc mentioned that the vegetation growing around the ponds looks good and is minimizing erosion.
    - ii. BrightView: Trying to manage through issues with BrightView and will decide what the next steps are with them.
      1. Quote to spray walking trails (weed killer and pre-emergent) is \$704, which can be done with a credit if we choose to terminate their contract.
      2. Sandra Magera wants the conservation area in her area cut down. Board is researching whether micro-clover will grow and we have gotten mixed responses due to the sandy soil. Board will continue to monitor. **Action item.**
      3. Karen Lackey has called BrightView to request extra services, no response.

- e. (Laura Giorgianni): Finance: See below.
- f. Management Report: (Tabitha Hammerstone, Property Manager, PCAM):
  - i. There are five ARC applications in process. No work orders were submitted since the September meeting.
  - ii. There was one resale in September. There is \$353.00 in delinquent dues outstanding.
  - iii. There has been no response from the Ombudsman's Office or from the developer on issues submitted.
- 2. Open Discussion of Homeowner Concerns: None.
  - a. Pam asked if the construction vehicles and others can be prohibited from parking on the corner. Board will contact Ocean View to see if they can paint the curb to deter parking in the area of the corner.
  - b. Development landscaping – Sandra asked if the Board was copied on Ken's letter to the developer, we were not as it is between the town and the developer]

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## Old Business

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- 1. Investment Policy Charter & Resolution: Investment committee: The purpose of the committee is to recommend options to invest our reserves to earn more money. Lisa Ford and Ron Hope will be serving on the committee with Laura Giorgianni, the Treasurer. Laura motioned to approve, Diane seconded, all approved. **Complete.**
- 2. Pop-up drains: Marc and Laura have monitored water flow and collaborated with homeowners to resolve issues. Two homeowners have been contacted and sixteen more homeowners need to be contacted. Pop up drains must allow water to drain onto the homeowner's property – not onto the common area(s). Homeowners will need to remediate these situations. **Ongoing.**
- 3. Tree removal future action: Len Jansen advised that a dead tree behind his home needs to come down. However, according to the tree arborist, it is not listed as "dangerous" on the tree survey. Laura will ask the arborist to look at the tree again. Laura secured three estimates to fell the dead the tree behind 5 Favata. The quotes ranged from \$495 to \$550. Two of the three quotes had a statement about having permission from the landowner to remove the tree. Laura motioned to engage a company that did not have the statement of owner's permission to fell the tree, Diane seconded, all approved. **Action item.**
- 4. Board input on approved fine schedule/complaint policy consolidation: This topic was tabled until the November meeting.
- 5. Lease period amendment/review homeowner feedback: Laura and Marc provided feedback on the survey that showed most homeowners preferred a change from three months to a one-year lease. Laura reviewed the reason for the change which is to minimize high turnover rentals of townhomes and current properties to keep the community as tight knit as it is now. Calvin Warren said he had a similar experience in a former community where the owner had to own the home for two years prior to renting in effort to reduce the number of renters. Pam Van Winter asked how new homeowners are made aware of the lease time and Laura responded that they are provided with governing documents and our community rules as part of the settlement package. Sandra mentioned that some homeowners who responded to changing the lease time may be unsure of the intent of the lease change. Diane encouraged homeowners who are unable to attend meetings to review the minutes that are posted on the website to keep up with community discussion and decisions. Marc suggested including link to the previous month's minutes to make it more convenient for homeowners to find the minutes. **Action item.**

6. Community signage discussion: Laura reiterated that non-homeowners continue to fish in our ponds and walk on our trails and have been asked to leave. Since this is a private community, the Board, after consulting with our attorney has decided to place signs throughout the community at the entrances to the walking trails. The signs will say “no trespassing” and “SW HO and guests only.” Laura received three quotes for the signs. Laura motioned to purchase the least expensive signs which are \$270 for six signs, Diane seconded, all approve. Sandra suggested we contact the homeowners where the signs are to be placed. Diane suggested we leave the specifics of installation to the maintenance committee.

**Action item.**

7. Discuss Board election process with Tabitha: Two Board positions will be open for 2024. Tabitha reviewed the process: solicitation of nominees, 30- and 60-days’ notice to submit intent, and electronic voting using a link. We will use this process for both the election process and 2024 budget approval. Tabitha will send out information within the next week. Budget will be sent out and discussed at the November meeting. **Action item.**

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## New Business

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1. Marc assumed the President’s position. The newsletter requested that homeowners step up to fill the vacancy from Margie’s resignation until the end of 2024, and Cal Hargett volunteered. An Executive meeting of the Board was held on October 2, 202, solely to consider Cal to fill the vacant unexpired term through December 31, 2024, and Cal voted in. **Complete.**
2. Laura asked about a snow removal contract. Tabitha will secure quotes. Roy Warren asked if we budgeted last year and Board said yes. **Action item.**
3. Tabitha will send out RFP for landscaping services and the Board will continue to manage Brightview and will notify homeowners of any changes. **Action item.**

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## Budget/ Financial Information

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Financials are on track as expected.

When purchasing the salt generator for the big pool, it was realized all our reserve money is going one reserve account, but our assessment is for two different reserve groups (amenities (meaning clubhouse and pool) and CA for our ponds). In discussing with Premier it was decided to split our long-term reserve funds into two different accounts to match what we pay into. This way, down the road, we know with certainty the amount of money we have for each long-term reserve group. The money that was transferred to the reserve account at the end of December 2022 was split proportionally with the amount we pay into each of the groupings. From January 2023 on, the money paid into these two groups is reported by Premier.

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## Action Items Pending/ In Process

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1. (Tabitha): Email instructions for reserving the clubhouse using Vantaca. **Complete.**
2. (Marc): Post link to tree survey on (This was on Vantaca, but not on the website) website. **Complete.**
3. (Laura): Community signs and tree estimate. See above. **Ongoing.**

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## New Action Items

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BCR: 1/b/ii, 1/d/ii/2

OB: 3,5,6,7

NB: 2,3

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## Adjournment of Open Session/Next Meeting

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November 7, 2023, 6:30pm, at the clubhouse. Please be prompt.

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## Meeting Documents

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Agenda

Financials