

MINUTES

Silver Woods CA Monthly Board Meeting

November 7, 2023
6:30pm – 7:30pm Clubhouse

Housekeeping

- Call to order. Twenty homeowner attendees.
- Roll call: Marc Bognar, Laura Giorgianni, Diane Seeger, Cal Hargett, Trish Scott. Marc introduced Cal as the newest Board member.
- Approval of October 3, 2023, minutes. Laura motioned, Diane seconded, all approved. Motion carried.
- Marc reminded attendees of the rules of etiquette.

Committee Reports

1. Board Committee Reports:
 - a. (Trish Scott): Pool/Clubhouse:
 - i. Salt Cell Power Supply: Coastline purchased a refurbished salt cell and gave us a 75% discount and 18-month warranty. Trish motioned to pay invoice; Cal seconded. All approved. Motion carried.
 - ii. Pool Service: 2024 contract for pool service is \$9450.00 and will be invoiced April – September at \$1,575.00 monthly.
 - iii. Gym equipment: Johnson Fitness will complete their contract on 11/14/23. Trish secured two quotes to replace Johnson Fitness from EnerG Wellness and Fitness Machine. More information to come. *In process.*
 - iv. Pool furniture: Purchase of two tables, two umbrellas, eight chairs' costs \$5154.00. Marc motioned and Laura seconded. All approved. Motion carried.
 - v. Clubhouse wreath: Installation costs \$340 and will be done between November 13-December 8.
 - vi. Trish has recommended that we consider the installation of an outdoor pool shower to minimize sand in the pool in the future. Marc suggested we wait until after the updated amenities are completed to consider. No further action taken at this time.
 - b. (Laura Giorgianni): Ponds/Envirotech/BrightView:
 - i. Contracts for fountain winterization, geese management system (monograde) and 2024 algae & herbicides have all been signed with Envirotech. The pond maintenance contract is a two-year contract started in January 2023 and will end December 2024.
 - ii. Envirotech trimmed the conservation area that runs along Old Forge Drive.
 - iii. Nick S. asked if the tall grass around the pond would remain as it is a deterrent to the geese roaming the common ground. Laura will check. *Action item.*
 - iv. Ken Stein stated that Envirotech has a spray to apply to grass that will deter geese.
 - v. BrightView will be cutting two more times this year; the week prior to Thanksgiving and the first week of December. They will also clean the beds from the beds at the clubhouse and entrance. We have worked to resolve the credit from BrightView that

resulted in them cutting twenty with a contract for 24 cuts. The credit will be applied to the entire December invoice and part of the November invoice. Additionally, the clubhouse irrigation was winterized on credit and the walking trail weeds were sprayed on credit.

- vi. Joe Giorgianni asked if BrightView sprayed the walking trails as they were supposed to. Laura spoke to Scott from BrightView this morning and he said this work started last Thursday and was completed Monday.
- c. (Laura Giorgianni): Finance/ Investment: **See finance section below.**
- d. (Marc Bognar): Premier: Continues to do a good job for us. No additional violations since last month.
- e. Management Report: (Tabitha Hammerstone, Property Manager, PCAM):
 - i. No new ARC applications since last meeting and one pending open application.
 - ii. Inspections continue on a bi-weekly basis with nothing new since last meeting and resolution of two notices.
 - iii. Delinquencies total \$1,271.50 to date.
 - iv. The new home on Old Forge has been completed and escrow has been returned.

2. Open Discussion of Homeowner Concerns:

- a. Tree line behind Luzerne.
 - i. Gary Kramer asked about the recent clearing of the tree line on the north side of Luzerne: Marc explained that the BOD contacted Planning and Development on Monday to see what happened. Today the town responded and measured the 20- foot buffer. **The trees that were cut were outside the 20-foot buffer and therefore in compliance with the landscaping plan.** The BOD will send out the latest landscape plan to community which was just received today. It shows that 57 trees will be planted within the buffer zone and checked within first year for growth. Also, in a meeting a few months ago with town and developer's engineer there was discussion to leave the buffer as is with the swale OR put a pipe in the swale with drainage grates and fill in the swale making more ground area to plant new trees for a buffer. We have followed up on a drawing multiple times and have yet to receive it. The town recommends allowing the developer to place a pipe in the swale and cover the pipe which will provide a more level surface, improve drainage from the properties and provide more room to plant a tree buffer.
 - ii. Noel Coad asked why a stop work order was not issued. Marc reminded Noel that the measurements showed the cut trees were in compliance with the 20-foot buffer. Two homes have a tree remaining because it was inside of the buffer. However, these homeowners have opted to have the trees removed because the roots may have been damaged as part of the clearing and the tree could fall on homes in the future.
 - iii. Claudia Coad asked about the swale behind their house and trees that they received a letter from Ken Cimino stating they would remain and the OV engineer said they would be cut down. If the trees are in the swale they need to be cut because they negatively impact water flow of the swale. Laura said she would investigate it.
 - iv. Marc mentioned that there are approximately 600 trees to be planted in our community and Laura advised that 54th CO is contingent upon our community amenities being completed and 600 trees planted.

- v. Sandra Magera asked why the area was not marked off. Marc advised that the engineers did survey and mark off areas. Some homeowners were aware of this. Joe Giorgianni stated that homeowners should not be shocked by this action as we have discussed this during the past few meetings.
- vi. Bill Rasnake mentioned that he wants to cut down the dead tree in the common area near his house and has been told he cannot do it. The Board cannot approve or deny acting on trees in common areas as the community does not own them.
- b. Snow removal: Ocean View has agreed to plow the roads despite the sidewalk not being built on Thornton.

Old Business

- 1. Door color permit-by-rule update: Diane- table the motion until SWARC committee can review. **Action item.**
- 2. Pop-up drainage concerns: Marc/Laura- no action from last month. *In process.*
- 3. Tree removal future action: High risk Favata tree scheduled to be cut down the Monday after Thanksgiving. **Complete.**
- 4. Board input on approved fine schedule/complaint policy consolidation: will table for a future meeting. **Action item.**
- 5. Lease period amendment/review homeowner feedback: Change from three months to either six or twelve months. Homeowners surveyed and it was close between 6 months and 1 year with a small majority wanting one year. Premier advises six months as a reasonable time. Trish motioned to amend the rental restriction to a minimum of 6 months and Cal seconded. All approved except Diane. Motion carries. **Complete.**
- 6. Discuss Board election process with Tabitha: Two Board positions will be open for 2024. Tabitha reviewed the process: 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. **Complete.**

New Business

- 1. Discuss 2024 budget: Additional expenses little or no change to HOA dues is expected.
 - a. The cost of spray walking trails three times in 2024 has been added to next year's budget.
 - b. Laura would like to budget funds for a clubhouse crawl space encapsulation to remediate standing water and mold issues. She previously secured quotes to encapsulate crawl space and purchase a dehumidifier. Estimated cost between \$10k-15k. Also, re-route sub pump to drain to the existing drainage, with no impact on CA dues. Norma asked about replacing the hot water heater in clubhouse so that the water does not smell. Tabitha to secure quotes. **Action item.**
 - c. Laura stated in past years we budgeted to have the clubhouse cleaned weekly but have only had weekly cleaning done in season (when the pool is open and clubhouse has more activity) and every other week in the off season. Laura asked if everyone was happy with the current cleaning schedule. No complaints so it is decided the budget will be set for this schedule (weekly in season and every other week in off season) in 2024.
- 2. Discuss landscaping RFP/appoint review committee: The Board asked for volunteers to serve on the review committee to secure proposals for a new landscaping company. Joe Seeger, Connie McGraw, and Cal Hargett volunteered.

Budget/ Financial Information

Marc reminded attendees that they can find the approved Reserve Study on Vantaca and that this study is the basis on which we budget our reserve fund.

Finance Report: On the balance sheet as of 10/31/23 we have \$37,828 in our operating account, \$50,067 in operating reserve, \$60,868 in amenities reserve (clubhouse/pool) and \$24,137 in our CA reserve (for ponds/common areas). Income and expense lines are on track; besides the lines we discuss each month (management contract, storm water management and landscaping contracts). Laura would like to remind homeowners that they are able to review these reports on the Vantaca portal. If you have a question, please ask.

Investment Committee Report: Ron Hope, Lisa Ford and Laura Giorgianni are on the investment committee. At the first meeting the committee recommends investing some of our reserve funds in CDs with Alliance Association Bank where we have an account. They have competitive rates and a return of more than \$10 a month for \$50,000 like we are currently getting. They have special rates for deposits of \$10,000 or more for 7 months and 11 months. The committee proposed to invest \$20,000 of our \$50,067 operating reserve - \$10,000 in a 7-month CD and \$10,000 in an 11-month CD. This would leave \$30,067 liquid. The same strategy for the amenities reserve which would leave \$40,868 liquid, and \$10,000 of the CA reserve which would leave \$14,137 liquid but there is no planned work for the ponds or common areas that would require us to need any of the reserve money. These five CDs would result in \$1,863 in interest in the 7/11-month period. Marc suggested this information be sent out in the annual meeting packet so all homeowners would be aware prior to the board approving this move. Several homeowners suggested slightly better rates at several banks. Laura explained this was just to get some money invested at this point. Long term we may want to invest in other ways and the committee will continue working on this. *In process.*

Action Items Pending/ In Process

1. Sandra Magera wants the conservation area in her area cut down. Signs for conservation area have been removed and area has been cut. Will continue to monitor area through the test period. **Complete.**
2. 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. are made and will be brought to November meeting. *In process*
3. Laura asked about a snow removal contract. *In process.*
4. Tabitha will send out RFP for landscaping services. Two out of three responses received. *In process.*

New Action Items

1. CRB/2/iii: Geese deterrent.
2. OB1: Door color permit-by-rule.
3. OB4: Fine schedule/complaint policy approval.

Adjournment of Open Session/Next Meeting

Quarterly Meeting: December 5, 2023, 6:30pm, Zoom.

Meeting Documents

Agenda

Permit-by-rule for door color.

Investment committee recommendations.

Compliance, Enforcement & Fine Charter