

Sunset Meadows HOA Board Meeting

December 19, 2024

Meeting Called to Order: 6:29 PM

Present: Jenny Odintz, Lisa Buscho, Tatiana Guerra, Kate Schultz, Sandi Patton

Motion to approve November 21, 2024 meeting minutes made by Lisa, seconded by Kate, motion approved.

CERTA Presentation

- Attic venting inspection findings:
 - Buildings were not constructed in airtight way, causing 2 issues: 1) vapor diffusion (moisture accumulating in the air) and 2) air leakage
 - These issues are expected in buildings built around the time our buildings were with the less effective use of passive ventilation (from outside vents mixing with interior warm air)
 - Bathroom and kitchen fans should never be venting into the attic, but they should be vented out through the roof (shingle side), sealed, with the duct covered to provide insulation
 - There is potential for mold growth if moisture is above 18%. This can be measured with a moisture meter, which cost around \$350 per meter
 - Solve 1, conventional: make sure attics are actively ventilated with balanced air flow
 - Solve 2: spray foam attics, which is an expensive process (about \$60 per square foot). This becomes a vapor barrier and provides a continuous tight seal, keeping the heat inside the unit. Specialty contractors would need to do the spray foam (only a few in the state have the right equipment)
 - Could run bath fans continually to help move humid air outside and ventilate the home. The noise might be annoying but could replace the fan with Panasonic Whisper Value auto fan that runs based on humidity (CFM 110 recommended). Usually under \$300. Or install an energy recovery ventilator (ERV) that runs continually, pulling outside air inside to mix and comingle air. It manages the heat. It's twice the size of the bath fan (runs about \$2,000).
 - CERTA to send the HOA their "pre-canned recommendations" for tips to homeowners.
 - CERTA could partner with Woodstock Construction (a local contractor) after Woodstock evaluates all the attics. This will be considered further in the next reserve study
- Siding inspection findings:
 - Current siding is decent, but it does not meet current code and is an obsolete product. Should work out replacement costs in the reserve study to budget for inevitable replacement

- Fiber clad cement siding is the current standard. This would increase property value and long-term maintenance costs
- We could probably get another 10 years (or even more) out of current siding if painting and caulking is maintained

Gene Bicksler Presentation

- 2024 Reserve Study: this study projects major expenses out 30 years (in today's dollars)
- Gene provided detailed comparison between dividing painting and repairs into 3 separate years and getting it all done in 1 year (which would require a special assessment)
- Gene suggested we consider putting money aside to do inspections on all attics
- Because there is such a wide range of the quality of window installations, recommendation is that the HOA should adopt standardized (required) specifications for window replacement for quality, make details, and installation with jam details (to protect siding longevity)
- Recommended with any re-roofing, the HOA obtains prepared specifications from CERTA for roof replacements and attic ventilations. These can be used by the HOA for standardized protocols for future repair
- Recommended we get specifications from CERTA to provide to the painter for caulking/painting to improve the lifetime of the siding

Treasurer's Report (Mel):

- Mel reported net income of \$15,066 for November.
- Delinquency increased in November to \$12,358. The number of members more than 2 months delinquents is now 9. Mel to warn members that more serious delinquencies will result in liens filed against their properties.
- Lisa motioned to approve \$100,000 from Washington Federal to US Bank CD for 5 months, Jenny seconded, motion approved.
- Jenny motioned to approve treasurer's report, Sandi seconded, motion approved.

Maintenance Report (Mel):

- Apex has replaced the locks on the glass recycling containers, and will bring in a replacement dumpster and put locks on 2 other dumpsters
- Drain the Roof began cleaning gutters and will continue after all the leaves have fallen in December or January
- Mel was able to break down a table base left by the north mailboxes and put the pieces in a dumpster
- Mel put dumpster locks on the maintenance shed and purchased a deadbolt lock to be installed on the storage room

Architectural & Landscape Updates (Lisa B.):

- Medallion Landscape said they fertilized the grass in October

- Sperry Tree Care finished the tree work on December 17, 2024. There was a question as to some tree work not being completed to the specifications in the original bid. Lisa will meet with Sperry in January to review the work with them before we pay the bill
- Lisa reached out to CERTA-recommended contractor, Josh Robertson with Woodstock Construction. Lisa called and emailed in early December to ask for another bid on our repair needs but have not heard back. Lisa will reach out again in January 2025 if there is no response
- Lisa met with Halen with Traylor's Construction Company and Gene Bicksler to discuss and plan other options to split the repair costs over several years due to insufficient funds to do all the work at once
- Grate overloaded with leaves by one unit, causing flooding. Plumber was called and grate/ catch basement was cleaned out. Recommendation by plumber is to clear all catch basements on the property at least every other year

Compliance Report (Jenny):

- Jenny reported one instance of a vehicle parked outside of a parking space. The car was not located, and no notice was left.
- One instance of a renter who left a threatening note on a neighbor's porch. Police were called and incident was reported to them. The renter has been kicked out and locks have been changed.
- No other compliance issues reported.

Compliance duty rotation:

- Mid-December to End of December: Tatiana Guerra
- Bennett Management Company will handle compliance calls after this point.

Old Business (Kate):

- Bennett Management Company Updates:
 - Bennett has sent email invitation to portal to all homeowners
 - Next HOA meeting will be a lunch meeting with a representative from Bennett Management present (1/23 from 12-1 instead of 1/16 due to absence of 2 members)
 - New budget needed to reflect change to calendar year
 - Sunset Meadows is switching from incremental to flat fees for violations. Jenny motioned to go forward with \$25 per month, Tatiana seconded, motion approved
 - Sandi motioned to have Bennet take over management of rental unit, Jenny seconded, motion approved
- Compliance Updates:
 - Kate met with attorney about current compliance structure and CC&Rs.

- Lawyer recommended a full document review of \$1,800. Sandi motioned, Kate seconded, motion passed
- Carport and patio repairs: total is \$11,916.96 on Traylor's bid. Lisa motioned to approve this repair, Jenny approved, motion approved

New Business (Kate):

- New projects & requests: none for November

Meeting Adjourned: 8:44 PM

Minutes submitted by Jenny Odintz, Secretary

Next meeting: Thursday January 23, 2025 at 12 pm (Bennett to take notes)