

# Palomar Reserve Council of Co-Owners

## Board Of Directors Meeting

5/20/2024

The monthly meeting of the Palomar Reserve Council of Co-Owners Board of Directors was held at 4:00 PM on 5/20/2024. The following personnel were in attendance:

- Carrie Hoeller (Board President)
- Ima Lane (Board Vice President)
- Susan Vantreese (Board At-Large Member)
- Barry Tilden (Board Secretary)
- Ann Wesley (Property Manager)
- Donna Frazier (Homeowner visitor)

### 1. Approval of Minutes of Previous Board Meeting

The meeting minutes from the monthly Board meeting held on 4/22/2024 were reviewed. Carrie moved that the minutes be approved, and Ima seconded the motion. The motion was approved.

### 2. Financial Report

Ann presented the HOA financial report as of 4/30/2024 including the following items.

#### a. Balance Sheet

- The total reserve account is approximately \$51.1 K, while the Operating account is around \$11.2K.
- Ann reported that she had not had time to transfer about \$25K of the reserve fund into an account that would produce better interest as discussed at last month's meeting. The Board still wants her to pursue this to increase the interest earnings for the HOA.

#### b. Profit & Loss for April –

- The other income for the HOA included \$290 that was collected from a homeowner because their tenant had caused the elevator to malfunction and required a maintenance call to correct. The HOA has already paid for this maintenance call from the operating budget, so this "income" item is merely reimbursing the HOA.
- HOA expenses included all the routine monthly expenses but also included 3 significant nonroutine expenses - \$1530 for the repairs to the ceiling of a unit in building 4248 (discussed at the previous 2 monthly meetings), \$530 for the creation of the HOA web site and \$1700 for the annual sprinkler inspection. The sprinkler inspection is incorrectly listed under Capital Repairs in the ledger and Ann will have this moved to Repairs and Maintenance.
- The HOA net income was less than total expenses by \$2.5K for the month.

#### c. Profit & Loss Budget Vs Actual YTD

- At the end of last month, several expense categories were over or under budget as shown in the table below -

Expense Category	Amount Over Budget	Comment
Administrative	\$2.6K under	Mainly due to insurance cost being lower than budget as discussed in previous meeting minutes.
Utilities	\$3.2K over	Mainly due to higher electricity costs.
Supplies	\$0.7 under	Due to timing of purchasing supplies.
Landscaping and Grounds	\$1.3 Under	Due to lower snow removal costs in the 1 <sup>st</sup> two months of the year

d. Open Invoices –

- There are currently 6 past due accounts for Palomar Reserve HOA, totaling \$5.1K.
- The account that has been delinquent since May 2023 ( ) is the largest contributor to the open invoices, making up \$4.6K. Ann has continued her email exchange with this unit owner. She has let them know that the Board will allow this past-due amount to be paid over time but it must be paid in full by the end of the year. This would require a payment of about \$850 per month. If the owner agrees that he can pay this amount, she will pay the lawyer to prepare the Agreed Judgement as discussed in last month's minutes. If the owner cannot pay this amount or is unresponsive, the HOA will proceed with foreclosure. The Board agreed that we would proceed with foreclosure if this is not settled by Friday 5/24/24. The foreclosure will cost about \$8K to \$10K which the HOA will have to pay upfront. However, the HOA will be reimbursed this amount along with any other legal fees as part of the foreclosure settlement.
- There continue to be two delinquent accounts that have been delinquent for a long time but are small amounts (<\$60). These were not discussed at the meeting because the focus was on the account described above.
- There are also 3 newer delinquent accounts that were discussed briefly. Ann has been in contact with each of these owners and they should be settled in the near term.

3. Old Business

- a. Newsletter. Ann distributed a draft of a newsletter that she plans to distribute via the Palomar Reserve Web Site, hopefully before the end of this week. The Board looked over the newsletter, made a few corrections and generally agreed that it included the information we had requested.
- b. Website. The Palomar Reserve website has been up and down over the past week as several issues had to be corrected. Ann plans to send out an email to all homeowners with a link to the web site within the next few days. She will mail out this information to the few homeowners that do not have access to email. Open issues with the web site that still need to be resolved are listed below.
  - i. Adding a tab advertising the clubhouse and information about renting it for events.
  - ii. Posting a better version of the Bylaws on the web site so they are more legible.
  - iii. Posting approved Board meeting minutes as well as financial information as discussed in previous board meetings.

- iv. Obtaining a better version of the Master Deed so that it is more legible. This was briefly discussed as a longer-term objective with no near-term action identified.
- c. Elevator repairs. Ann is still in communication with the elevator repair company who have agreed to cancel several of the charges for maintenance calls when the technician did not resolve the issue. These are reflected as expenses in the profit and loss ledgers because the checks have been issued to pay the invoices, but Ann has not sent the check as she awaits a final determination. She is hoping to be able to resolve this issue before the next meeting.
- d. Sprinkler inspection follow up. Ann is still waiting for the fire sprinkler maintenance company to provide an estimate for correcting several issues discovered during the March sprinkler inspection (e.g. painted or bent sprinkler heads). This will have to be paid by the HOA initially and then billed to each unit owner if the issue was in their unit.
- e. Revision to the Rules and Regulations. Barry brought a printed copy of the Rules and Regulations to the meeting. One minor clarification was requested regarding trash and dumpsters. The new wording was agreed to at the meeting. Barry will make this correction and send out the final version after the meeting. The Board approved the revision with the correction described.
- f. Masonry repair 4235 building. Ann did not have time to pursue this since the last meeting. The Board reiterated that something needs to be done to correct the current condition of the wall. We would like her maintenance staff to investigate jacking the wall back to the vertical position and then using reinforcing rebar rods to pin it into place. If this is not feasible, we should consider other alternatives.
- g. Building lighting improvements. Ann has spoken to her electrician about working a half day on the building exterior lighting. He will reconnect any photocells that have been disconnected and will assess what is needed to repair the exterior lighting issues that cannot be fixed with this easy fix. After that activity, we hope to be able to get an accurate estimate for completing these repairs.

#### 4. New Business

- a. Cleaning schedule for hallways, fitness center and clubhouse. Because of an inquiry received before the meeting, Ann reported that the building hallways, the fitness center, and the clubhouse rest rooms are cleaned monthly during the 3<sup>rd</sup> week of the month. The clubhouse itself is only cleaned upon request (at additional cost). Susan asked how often they clean the garage concrete hallways. Ann will check on this and ask the cleaning company to sweep these concrete hallways during the monthly cleaning.
- b. Cleaning of elevator light fixtures. Carrie had asked Ann whether the cleaning company could clean the light fixtures in the elevators. Ann asked the cleaning company to perform this cleaning. However, after discussion at the meeting, the Board felt that they may need assistance from Ann's maintenance personnel to accomplish this task.
- c. Trash pickup days. Based on an inquiry received before the meeting, Ann confirmed that the normal trash pickup days were Tuesday and Friday. A third trash pickup day has been discussed but this would be expensive since the current company does not do more than 2 dumpster pickups in a week. We would have to hire another company for a 3<sup>rd</sup> pickup. The Board agreed that the current dumpster emptying schedule has been working fairly well.

Ann has asked her maintenance staff to visit the HOA site each Tuesday to see if there is trash around the dumpster.

- d. Seal coating estimate. Ann received a new estimate to reseal and restripe the paved areas of the HOA. The new estimate was for \$12K and it had not changed significantly from the previous estimate. Barry moved that the work be authorized according to this estimate and Susan seconded the motion. The motion passed. Ann will schedule the work in June or July this summer. As discussed in previous minutes, the HOA received a grant last year that will result in the city reimbursing the HOA for half of the cost of this work. We will need to pay the \$12K initially from the reserve fund and then reimburse the reserve fund once the city grant is received.  
The city grant included reimbursement of up to \$7500 for work that included the asphalt resealing as well as some sidewalk repairs. Carrie will contact the city and let them know that the sidewalk repairs were much more expensive than the HOA had anticipated and therefore this will not be included in this year's work. The HOA will only need the grant to cover one half of the resealing work.
  - e. Smoke in the garage hallway for building 4219. A violation letter has been issued to the unit owner for persistent smoke smell in the garage hallways on the 03/04 side of building 4219. If the owners do not remedy this problem within 10 days of the letter, the homeowners will be fined per the Rules and Regulations.
  - f. Flowerpot planting. Becky and Barbara were observed planting flowers in the HOA flowerpots as authorized at the last meeting. With the exception of some flowers planted at the entrance of the HOA, the flowers in the pots looked good and improved the look of the condo complex. Carrie asked that the 4 or 5 flowers planted in the plot at the entranceway be moved. She was referring to flowers on the side of the sign away from Higbee Mill Road. The flowers need to be moved closer to the sign.
  - g. Vegetation along Old Higbee Mill Road. Ann has received several requests from homeowners to trim the vegetation along Old Higbee Mill Road, especially near our entrance road. This vegetation makes it difficult to see when making a left turn onto Old Higbee Mill Road. One homeowner even offered to trim the vegetation himself. Barry will contact this homeowner and work with him to trim the vegetation that is reducing visibility. The day after the Board meeting, the city trimmed the vegetation immediately adjacent to the guard rail along Old Higbee Mill Road. This provided some improvement in visibility, but some additional trimming is still needed and will be done in the near future as described above.
  - h. Vehicle with Expired Tags. Carrie noted that there is a vehicle with expired out-of-state tags that parks in front of the clubhouse. The Rules and Regulations require all vehicles parked at the condo to have valid license tags. Ann will have the vehicle tagged for towing.
  - i. Board meetings. Ann requested that the next Board meeting start at 3:00 instead of 4:00 due to a conflict in her schedule. The Board agreed. The Board also agreed to skip the July Board meeting (as allowed by the Bylaws) due to scheduling conflicts that month. Ann will post the time and date of the next Board meeting on the web site and ask homeowners to let us know if they plan to attend so that we can ensure there are sufficient seats available.
5. Adjourn. The next Board meeting will be held on 6/17/24 at 3:00 PM. The meeting was adjourned at 6:05 PM.