

Palomar Reserve Council of Co-Owners

Board Of Directors Meeting

4/21/2025

The monthly meeting of the Palomar Reserve Council of Co-Owners Board of Directors was held at 4:00 PM on 4/21/2025. The following personnel were in attendance:

- Carrie Hoeller (President)
- Baxter Napier (At-Large Member)
- Sue Vantrese (At-Large Member)
- Barry Tilden (Secretary)
- Ann Wesley (Property Manager)
- Barbara Bray (CH/Garden subcommittee)
- Sandy Chinn (CH/Garden subcommittee)

Dexter Sprandling was not able to attend the meeting but a quorum of Board members was present.

1. Approval of Minutes of Previous Board Meeting. The meeting minutes from the monthly Board meeting held on 3/25/2025 were reviewed. Carrie moved for approval of the minutes, and Sue seconded the motion. The motion was approved.
2. Financial Report. Ann presented the monthly HOA financial reports for March 2025.
 - a. Balance Sheet
 - The total reserve account was approximately \$65.0 K at the end of January (\$25.7 in a higher interest CD and the rest in two lower interest accounts).
 - The normal monthly contribution to the reserve fund (\$1890) was augmented by a buyer's reserve fee of \$1080 from the recent closing of 4219 Unit 202.
 - The operating account was around \$13.1K at the end of March.
 - The balance on the clubhouse loan was down to \$144.4K at the end of March.
 - b. Profit & Loss –
 - The HOA expenses exceeded income by 0.7K for the month of March. In addition to "expenses," we paid \$881 in March for principal for our clubhouse mortgage (not included in "expenses" on the P&L report). So, total expenditures in February were \$1.6K more than HOA dues collected.
 - HOA income overall was \$200 above budget in February. General assessment HOA dues collected were very close to budget and late fees/other income was about \$200 above budget. This included \$100 income from the clubhouse rental by the quilters group in March.
 - Administrative expenses were very close to the budgeted amount in March.
 - Utilities were \$1.2K over budget in March with electrical costs making up \$1.0K of the total overage.
 - Repairs and maintenance costs were about \$1.2K over budget last month because of the cost of cleaning gutters on 4235 and 4218.
 - Landscaping and grounds expenses were \$1.0K under budget because there were no snow removal costs in March but \$1.0K was budgeted.

- c. Profit & Loss Budget Vs Actual YTD. At the end of March 2025, several Year-To-Date expense categories were over or under budget as shown in the table below -

Expense Category	Amount Over Budget	Comment
Income	\$3.8K over	Due to collection of past due HOA dues and late fees in January.
Administrative	--	Very close to budget
Utilities	\$2.6K over	\$2.0K of the overage was electrical costs with telephone/ internet costs making up \$0.5K.
Repairs and Maintenance	\$1.9K over	Timing of charges for extermination and the cost of gutter cleaning.
Supplies	\$0.2K under	Timing of purchasing supplies
Landscaping and Grounds	\$1.7K over	Due to higher snow removal costs in January.

- d. Open Invoices –

- The report shows that there are currently four past due accounts for Palomar Reserve HOA at the end of March, totaling ~\$900. This is down by \$200 from last month.
- \$728 of this total is against a single account that has been delinquent since May 2023 (). These owners paid off their account in February under a weekly repayment plan but then missed their next two monthly payments. The owner promised Ann a payment later this week. Various options were discussed concerning this habitually delinquent unit, including starting the foreclosure process again or accelerating the next six months' payments of their unit HOA dues (per the Bylaws Article V(F)). Ann will ensure that both unit owners on the deed receive all past due correspondence to ensure there are no surprises when the Board exercises one of these options.
- Three past due accounts discussed in last month's meeting minutes were paid off and are no longer delinquent. There are still three delinquent accounts that owe a small amount each from past issues, but they are paying their current HOA dues each month.

3. Old Business

- a. Sprinkler inspection followup. There is still one item to repair from the 2024 sprinkler inspection. Several attempts have been made to coordinate the unit owner and sprinkler repair company to complete the needed repairs, but these have not been successful. Ann will attempt to get this item repaired during the upcoming 2025 sprinkler inspection. Once this is completed, we will be billed for the 2024 sprinkler repair work. Then, Ann will bill the affected units for their share of the cost.
- b. The 2025 sprinkler inspection has been scheduled for April 29th. A letter was distributed to all residents. Ann will send out a reminder email as well.
- c. Wall behind building 4235. Shortly after the last Board meeting, the contractor took down this wall and disposed of the brick debris. We will include the work to rebuild the wall in the 2025 city grant application.

- d. Bylaws amendment (Audits). The amendment to the Bylaws that was discussed at last month's meeting was given to our lawyer along with the HOA governing documents. The lawyer will provide feedback to Ann on the cost for this review. The target is to have the legal review completed and any needed changes incorporated before the annual meeting in October so that the Bylaws amendment can be voted on by homeowners at that meeting.
- e. Gutter downspouts. Ann's maintenance staff made some improvements to the downspouts on building 4218. However, Carrie noted that there were lots of downspout issues reported after the last downpour. She asked Ann to have her maintenance personnel walk down the downspouts on all the buildings and note where improvements are needed and then to take the actions needed to correct the issues. If some downspout issues are beyond the capability of Ann's maintenance staff, Ann should present alternatives to the Board at the next meeting.
- f. Metronet damage. Ann has sent emails to her previous point of contact with Metronet but has not received any response. She will pursue another contact. Ann asked whether the Board was interested in connecting Metronet to the buildings, since this kind of interest may make them more responsive to repair the landscaping areas that they failed to correct last fall. After some discussion, the Board decided that there is no interest in connecting Metronet service in the near term. The connection process would be disruptive, and Metronet has shown that they do not do a good job of restoring disturbed landscaping. Also, there has not been any interest in Metronet service from homeowners so far.
- g. Outdoor spigots for building 4235. Ann cancelled the plumber who was asked to open the valve for the 4235 outdoor spigots. Barbara had reported at the last meeting that one spigot was functional, so this service was not needed.
- h. Replace 311 sign on dumpster. The sign asking residents to call 311 when they leave bulky items next to the dumpster was blown off during a recent storm. Ann has placed an order for a replacement sign, but it has not been received yet.
- i. 4248 elevator sump pump. Ann worked with the elevator contractor to eliminate the overtime charges that they included for their recent work to lockout the elevator while Ann's staff replaced the sump pump. The HOA is still being charged for the task but only straight time rates.

Ann also noted that some properties have reduced their elevator costs by installing dialers in the elevators instead of the phone lines that we currently have. She will obtain an estimate for this task so that the Board can consider whether the monthly cost savings would be worth the upfront cost to purchase and install dialers.

- j. Storm damage from recent winds and hail. The fascia on one of the peaks for building 4235 was blown off during a recent storm and one piece of siding on 4248 was also damaged. Ann has contracted Bone Dry roofing to repair this damage at a cost of \$1400. Bone Dry has this job on their list to perform in the near future.

A tree behind building 4235 was also damaged during the same storm and is badly leaning toward 4235. Ann has requested an estimate from Wildcat Tree Service to remove this section of the tree but has not yet received the estimate.

- k. Website update. As of the date of the Board meeting, the web site was up to date on all meeting minutes, financials and newsletters, as well as the calendar for clubhouse rentals.

Ann was not able to upload the new clubhouse pictures that Carrie had provided (Holiday party pictures) so she sent them to the website administrator to upload.

I. Committee reports

i. Future grant work subcommittee. Donna, Becky and Carrie.

- Carrie and Donna reported that the city has awarded a \$1500 matching Corridors Improvement grant to our HOA for work to clear the banks along Harrodsburg Road and Old Higbee Mill Road of unwanted trees and foliage. Some trees have been marked to be left after the job is done. The estimate for the work is \$3000, so the HOA would cover half, and the city grant would match our funds. (Note that last month's minutes incorrectly said that the city corridors grant paid for 2/3 of the overall cost and the HOA only had to cover 1/3.)
- Additional scope of work from 2024 city grant. The work that the gardening committee is doing to replace the flowerpots around the property will use about \$1600 of the ~\$4000 left on the 2024 city grant (\$2000 from the city and \$2000 from the HOA). Barbara presented an estimate from Caudill to remove most of the mulched area on the condo side of the two entrance walls and sod this area. The cost was about \$750 and the Caudill rep also recommended removing the two pine trees near the entrance so that the grass would grow better (additional cost of \$450). Barbara explained that the primary reason for wanting to make these changes was to avoid having to water plants in the current mulched areas. There is no source of water nearby. After some discussion, the Board decided not to pursue the mulch removal task at this time. Several Board members thought that the condo entrance would not be as attractive after the removal of so much of the mulched areas and that the sod would also need regular watering to allow it to do well. Instead of this task, Ann was asked to obtain a bid for installing an irrigation system to water the mulched areas near the entrance signs. This approach would remove the limitation on what could be planted in these areas because of watering issues. Donna will ask her point of contact with the city if this irrigation work could be paid for from part of the remaining 2024 city grant funds since it is for landscaping improvements. The HOA portion of the cost would need to be paid for out of the reserve funds.
- Donna reported that the drainage improvement grant she is pursuing is very complicated and difficult to follow. We have not yet received a bid from Hillenmeyer to convert the area adjacent to the clubhouse patio (which is repeatedly flooded) with a rain garden to improve drainage. Donna is still hoping to get this bid before the grant application is due in early May. The city would pay \$0.80 of each dollar under this grant.

ii. Clubhouse promotion subcommittee.

- The Condo Grounds Cleanup Day was held as scheduled on April 12th with good attendance at both the cleanup and the potluck.

Some of the tasks performed during the cleanup were (1) deep cleaning of the clubhouse, gym and rest rooms, (2) pickup of trash especially on the banks adjacent to roads and in the storm water basin, (3) raking up branches and other debris around the property, (4) blow down of the mail kiosk to remove debris, (5) painting of the chairs on the clubhouse patio, (6) removal of old, unwanted items from storerooms

and disposal of these items.

There were over 20 people in attendance at the potluck. The HOA provided the main course (barbecue prepared by Carrie) and many delicious dishes were brought by those attending the dinner. The Board felt that the spring cleanup and potluck accomplished the stated objective of “advertising” the clubhouse and allowing more residents to see how nice it is for renting.

The Sweepstakes drawings for the two baskets of Old Kentucky Chocolates were held at the end of the potluck. Brenda Sprandling won the large basket of chocolates and Kathie Lewis (one of the members of the quilters club) won the smaller basket. The HOA collected \$600 in donations during this sweepstakes and these funds were deposited in the Operating Account with the intent to apply them to the principal on the clubhouse loan. The committee is planning a summer event and sweepstakes and would welcome any ideas.

- So far in 2025, \$950 has been collected in the operating fund to be applied to the clubhouse loan. \$350 is from clubhouse rentals and \$600 from the Spring sweepstakes.
- iii. Garden subcommittee. Barbara reported for the garden committee. At the last meeting the Board approved the expenditure of funds for replacing the flower pots distributed around the property. Since that meeting, the old pots were removed, the rebar protruding from the concrete pedestals was ground off, and the new pots were placed on the pedestals and filled with soil. Hoses and hose reels for watering the plants were also purchased. In the coming weeks, new plants will be purchased and planted in these pots.
- iv. Welcoming subcommittee. Becky was not present at the meeting, but she spoke to several Board members before the meeting about feedback that she and Donna had gotten when they went door to door for the sweepstakes. Several new residents did not understand what their HOA dues were being used for, and they did not have much knowledge of how condo ownership differed from ownership of a single-family dwelling. Becky felt that the Board should put together a welcome package that would provide some of the basic information about condo ownership. Barry prepared a pie chart and table that demonstrated how much of each unit’s monthly condo fees were being used to pay for various HOA costs. For example, insurance is the single largest cost for the HOA followed by electricity for the common areas. A meeting will be scheduled to help kick off this welcoming committee.

4. New Business

- a. Clogged outside drains to be cleaned. During the recent heavy rains, there were a variety of drainage issues on the HOA property. The worst seemed to be behind buildings 4218 and 4248. Several homeowners had water pooling against their back door as a result of drainage issues. Ann said that we had to jet out these drains two years ago at a cost of about \$700. It is likely that the drains are partially clogged again. She will get an updated estimate for performing this work. Other areas where drainage issues occurred were adjacent to the clubhouse patio and behind building 4235. The drainage improvement grant application is attempting to address the clubhouse patio issue. The pooling behind 4235 will also need to be addressed as cost and budget allow.

- b. Bid for landscaping work. Hillenmeyer is providing the estimate for the rain garden as mentioned above. They asked whether the Board would be open to them submitting a bid for taking over the HOA landscaping and snow removal scope of work (currently done by Caudill). Although this bid was not solicited by the Board, we agreed to consider this. Ann pointed out that the full scope of work must be considered (i.e. both landscaping and snow removal) before any decisions are made. The Board will review the Hillenmeyer bid and discuss this further.
- c. Bid for cleaning services. Carrie noted that she has received several complaints that the current cleaning contractors are not doing what we have contracted them to do. She said they mostly vacuum the carpets and not much else. Carrie asked Ann to obtain a bid for the cleaning scope of work from one or two other cleaning services.
5. Adjourn. The next Board meeting will be held on May 19, 2025, at 4 PM in the clubhouse. The meeting was adjourned at 6:25 PM.

Topics Tabled at Previous Board Meetings

Tabled Item Description	Date Tabled	Reason Tabled	When to Revisit
Audits	February 2025	Financial review should be done after tax season to reduce cost	May 2025