

Palomar Reserve Council of Co-Owners

Board Of Directors Meeting

8/18/2025

The monthly meeting of the Palomar Reserve Council of Co-Owners Board of Directors was held at 4:00 PM on 8/18/2025. The following personnel were in attendance:

- Carrie Hoeller (President)
- Dexter Sprandling (Vice President)
- Baxter Napier (At-Large Member)
- Sue Vantrese (At-Large Member)
- Barry Tilden (Secretary)
- Ann Wesley (Property Manager)
- Donna Frazier (CH/Grnt/Wel committee)
- Ima Lane (CH subcommittee)
- Bonnie Talmage (homeowner)

1. Approval of Minutes of Previous Board Meeting. The meeting minutes from the monthly Board meeting held on 7/21/2025 were previously approved by email so they could be submitted with the 2026 NAMP Grant application.

2. Financial Report. Ann presented the monthly HOA financial reports for July 2025.

a. Balance Sheet

- The total reserve account was approximately \$73.0 K at the end of July (\$26.1 in a higher interest CD and the rest in two lower interest accounts).
- The operating account was around \$14.1K at the end of July.
- The balance on the clubhouse loan was down to \$141.2K at the end of July. Clubhouse rentals have earned \$950 in revenue so far in 2025. This amount was applied to the principal on the clubhouse loan in early August and is not reflected in the July Financials.

b. Profit & Loss –

- The HOA income exceeded expenses by \$7.6K for the month of July. In addition to “expenses,” we paid \$436 in July for principal for our clubhouse mortgage. So, total income in July was \$7.2K more than HOA expenditures.
- HOA income overall was \$900 above budget in July. General assessment HOA dues collected were \$350 over budget and late fees/other income was about \$550K above budget. July “other income” included \$200 from clubhouse rentals.
- The HOA received an \$846 buyers reserve fee in July from the recent sale of 4218-104. This amount was transferred to the reserve account in early August, so it is still shown as part of the operating account in the July financials.
- Administrative expenses were \$3.5K under budget in July because no insurance payment was recorded for the month (\$3441). Erie, our insurance provider, had a cyber attack last month and did not collect their ACH payment from customers. They have billed the HOA double for August to make up for the missed ACH payment.
- Utilities were \$650 under budget in July primarily caused by lower electric bills.

- Repairs and Maintenance expenses were about \$400 over budget in July due to elevator battery expense (\$164), the cost of the refrigerant for 4219 common area HVAC discussed in last month's minutes (\$350), and additional billing for the alarm strobe repairs in building 4219 as discussed last month (\$320). Other repair line items (General, Plumbing, etc.) were under budget by about \$400 because no repairs were needed in these areas in July.
 - Landscaping expenses and Supplies were very close to budget in July.
- c. Profit & Loss Budget Vs Actual YTD. At the end of July 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	\$8.1K over	Due to collection of past due HOA dues and late fees in January and May and collection of sprinkler head repair fees in May. This also includes \$1.3K from the city grant and \$885 from the yard sale in June, and the \$950 in clubhouse rental income.
Administrative	\$4.0K under	Due to no payment of insurance bill in July.
Utilities	\$2.1K over	\$1.2K of the overage was telephone charges for elevators. Electrical costs and sewer costs make up an additional \$0.4K and \$0.3K respectively.
Repairs and Maintenance	\$8.1K over	This includes \$1.3K for gutter cleaning, \$1.8K for storm drain cleanout, \$1.1K for contractor support of the 4248 elevator sump pump replacement, \$1.6K for power supply replacement as well as a number of smaller charges.
Supplies	\$0.6K over	Due to the flowerpot replacement supplies and Spring cleanup supplies.
Landscaping and Grounds	\$2.0K over	Due to higher snow removal costs in January and several miscellaneous charges in June.

d. Open Invoices –

- The report shows that there are currently six past due accounts for Palomar Reserve HOA at the end of July, totaling ~\$1.8K. This is up by \$300 from last month.
- \$1026 of this total is against a single account that has been delinquent since May 2023 (). The owners made two payments in July totaling \$850 but they continue to be about three months past due. Ann said that our attorney has sent demand letters to both unit owners but has not received any response. Ann will continue to put pressure on these unit owners to pay down their past due account.
- One unit () is newly delinquent and owes one month dues plus late fee (~\$330).
- Two units () have been billed \$148 and \$60 for repair work that they were responsible for and have not yet paid these invoices.

- There are still two delinquent accounts that owe a small amount each from past issues, but they are paying their current HOA dues each month. Together these account for ~\$227 of the past due amount.

3. Old Business

- 2025 sprinkler inspection. The 2025 sprinkler inspection was completed in April but the owners for 10 units did not provide access to their units for the inspection. Ann is still waiting for the sprinkler inspection company to provide a date for the reinspection as discussed in last month's meeting minutes.
- Bylaws amendment (Audits). Ann gave the go ahead to our attorney Chris Clendenen to review the HOA Bylaws amendment discussed at the March Board meeting. His estimate was \$800 for this work. Ann stated that she thought he would have the review complete in time for a vote to be taken at the annual meeting on October 20th.
- Audit or financial review. Ann provided a box of information to Carrie's CPA colleague, John Columbia, to perform an independent financial review of the 2024 HOA finances. This review is now underway.
- Anonymous complaints follow-up. The washing machine in front of 4219#104 was moved to the dumpster area by the renters but had to be taken away by Ann's maintenance staff. Ann will bill this unit owner for the cost of this action.
- 4205#104 crack in the ceiling. Ann received an estimate of \$1200 to repair the cracked ceiling in this unit that was caused by garage roof leakage. The Board agreed to pay for these repairs since the damage was done before roof replacement.
- 4205#302 code enforcement violation. Repairs were completed on the soffits on building 4205 as discussed in last month's minutes.
- Dead front sign plantings. The four arbor vitae plants that were planted near the front entrance signs in June died due to lack of watering. These were removed by Cutting Edge at no labor cost to the HOA. In October, we will decide whether to replace them and, if so, how the watering would be accomplished.
- Summer newsletter. Ann will try to write up a summer newsletter in the next few weeks. Topics that have been mentioned for the letter include –
 - A note stressing that unit owners need to break down boxes before placing them in the dumpster and they need to place trash into the dumpster, not on the pavement around it.
 - The date of the annual meeting with a reminder about the purpose of this meeting and encouraging everyone to attend.
 - A note about the Tuesday Social in the clubhouse and encouraging residents to check out this event.

- A note about the importance of the annual sprinkler inspection, i.e. that the Fire Marshall requires this to be done annually and our insurance rates are based on getting this done. If access to individual units is not granted, the re-inspection is at the owners' expense.
- A reminder that pets must be on a leash in all HOA common areas.
- i. Dumpster issues. Since the last meeting, Carrie contacted the Lexington Waste Management supervisor and stressed the importance of adhering to the twice weekly dumpster emptying schedule. Since this conversation, improvement has been noted.
- j. Dialers for elevators. Ann was asked to set up a meeting in September (Monday the 8th if possible) with Allied services to discuss installing dialers in our elevators to replace the current phone system that costs about \$450/month. Allied should also be prepared to discuss changing our fire alarm panels to a brand that is not proprietary to one maintenance provider so that we can save on the cost of monthly fire panel and security alarm maintenance.

4. Committee reports

- a. Future grant committee. Donna reported that the application for the 2026 NAMCP grant was submitted a few weeks early. It included the scope of work described in last month's meeting minutes. The city has accepted our application and is reviewing it. We expect to hear whether it will be approved before the October annual meeting.
- b. Clubhouse promotion committee. Tuesday Socials have been well attended each week and enjoyed by many residents. So far, there have not been any issues.
- c. Garden committee. Donna reported that the hoses and other supplies mentioned in last month's minutes had been procured and were being used to keep up the watering of plants throughout the property.
- d. Welcoming committee. Donna reported that the committee recently visited the new renters in 4219-104 and provided a basket of cookies and the HOA Question and Answer handout.

5. New Business.

- a. Keys found near dumpster. Carrie reported that a set of car keys were found near the dumpster. She has turned these over to Ann. If anyone lost their Jeep keys and can note the identifying emblem on the keys, Ann would give these to them.

6. Adjourn. The next monthly Board meeting will be held on September 15, 2025, at 4 PM in the clubhouse. The meeting was adjourned at 5:20 PM.