

*CALABAY PARC AT TOWER LAKE HOMEOWNERS ASSOCIATION, INC.*

**Meeting Minutes**

BOARD MEETING

February 9, 2022

4:00 PM

Calabay Parc at Tower Lake

539 Pineloch Dr (Clubhouse)

And Via Teleconference

1. Call to order – 4:00 pm by Colin Barr
2. Verification of Quorum – Colin Josh, Bill, and John – Leo absent
3. Ratify approval of Minutes from previous Board Meeting – John proposed approved as written, seconded by Josh. Approved unanimously
4. Purpose of Meeting
  1. Finance Items
    - i. Status of property insurance quotes – Jennifer
      - Still pending information from current insurance company.
      - Waiting on quote from new company
    - ii. Current Financial Summary

	2022	2023	2023
Number of Months	12	1	2
Rent Income	\$695,200.00	\$204,100.00	\$204,100.00
Rent Other	\$3,138.56	\$60.00	\$60.00
Other Income	\$3,904.59	\$217.23	\$477.71
Assessment Fee	\$4,400.00	\$5,200.00	\$5,200.00
<b>Income</b>	<b>\$706,643.15</b>	<b>\$209,577.23</b>	<b>\$209,837.71</b>
Expenses	\$686,453.88	\$68,033.35	\$136,066.70
Reserve Loan payment	\$0.00	\$0.00	\$25,465.65
Bad Debt Expense	\$0.00	\$0.00	\$0.00
<b>Actual Expenses</b>	<b>\$686,453.88</b>	<b>\$68,033.35</b>	<b>\$161,532.35</b>
Yearend Cash Balance	\$46,477.55	\$114,216.93	\$60,542.37
Ending Prepaid Dues	\$64,726.08	\$20,104.25	\$22,610.84
Reserve Transfer In	\$21,048.98	\$21,048.98	\$0.00
Accounts Payable	\$8,389.38	\$685.69	\$3,442.58
<b>Actual Ending Balance</b>	<b>-\$47,686.89</b>	<b>\$72,378.01</b>	<b>\$34,488.95</b>
<b>Outstanding Dues</b>	<b>\$43,095.12</b>	<b>\$90,119.00</b>	<b>\$63,090.42</b>

iii. Delinquent Account

Between \$2,000 and \$4,000	7
Between \$4,000 and \$8,000	2
Over \$8,000	1

- iv. Proposal for collection agency be engaged on 3 properties that were candidates for foreclosure. Colin, Seconded Bill. Approved unanimously

2. Landscaper

- i. New irrigation technician starting.
- ii. Irrigation controllers have an expected lifespan of 5 to 10 years. We are experiencing high controller failures and need approval to have them replaced.
- iii. 31 homes that are having controller issues were approved to have the irrigation team replace them. The only concern is access to the power in some cases where the power goes through the

wall of the garage. These houses will be notified to HCM for homeowner communication and resolution to get these replaced.

- iv. Concerns were raised that DTE is wearing spots in the lawns with their equipment. We were told initially that they would use different cutting patterns to prevent this occurring. HCM to follow up with DTE on this concern.
- v. Any concerns that need to be addressed: Board would like to request pictures of all irrigation repairs made with report and details/location of repairs. HCM will follow up with Down to Earth.

### 3. Security

- i. Status of installation of front pedestrian gate keypad lock.
  - Josh has the new keypads and the installation will be arranged in the future as time permits.

### 4. Traffic

- i. Status of commercial vehicle definition – Status
  - Pending final resolution on actual truck size and weight restrictions.
- ii. Freshen up the white paint strips at the stop sign - Status.
  - Pending future community volunteer day.
- iii. Replace the spike strip at Minniehaha exit gate – work will be completed on 4/18/23
- iv. Discussion on installation of new Camera on the Minniehaha exit gate on the east side to view plates better. Quote Status
  - Installed at the beginning of the month. We have a youth in the community that is moving the camera and this has had to be fixed a couple of times. We will be sending an email blast to the community to ask for support to stop this type of activity.
  - Colin proposed that homeowners will be fined an administration fee defined in the community Governing Documents for homeowner violations and damages that require HOA to repair. This was seconded by Bill. Approved unanimously.
  - Colin proposed that we have legal counsel look to understand potential fee to individuals that put that compromised the community security. This was seconded by Josh. Approved unanimously. HCM will reach out for legal counsel.
  - Continued concern with the safety of the school children using the vehicle gate instead of the pedestrian gate. No final resolution on what can be done, continued communication with the community. There was a concern that some homeowners are not getting email communication. HCM will look to having a single mailing with the next newsletter to all homeowners of record.
  - Request to have a day where Owners can come to clubhouse to get keys- Board will look to have this scheduled at beginning of August before new school year.
- v. Posting and sending information about the community speed limit. Status
  - Signs posted at the entrance gates into the community on March 9<sup>th</sup>.
  - HCM has sent communication to owners and will include in Newsletter.
- vi. Purchase and Installation of speed bumps – Status
  - Signs posted at the entrance gates into the community on March 9<sup>th</sup>.
  - Speed bumps will be installed on Cherokee, Tower Lake, and at least two places on Minniehaha. This will be done on the community volunteer day March 18<sup>th</sup>.
  - HCM will send communication to owners.
- vii. Blocking the sidewalk definition.
  - We talked about if there was room in the driveway to prevent blocking the sidewalk was a violation.

- What if there are cars in the driveway and they were putting additional cars that ended up blocking the driveway?
- HCPD defines blocking access as more than half the sidewalk being covered. Board will have to pull the statues to use as a reference.
- Finalization of this violation is being deferred until additional information is received.

## 5. Property Maintenance

- i. Replace timer boxes (2) for the front lights. – Status
  - Josh has the boxes and the installation will be arranged in the future as time permits.
- ii. Clubhouse exterior painting – Status
  - Work to begin on March 15<sup>th</sup> weather permitting.
- iii. Fixing major raised sidewalks causing tripping - Status.
  - Minnehaha house will be removing tree the beginning of May.
  - Requesting that work will be done at 4 locations within the community after the last tree is removed. This will include two in the Copeland circle, one on Minnehaha, and the other on Pineloch. We need to get updated quotes to have all 4 locations done at the same time.
- iv. Fixing Storm drain sinking.
  - Inspection Feb 17<sup>th</sup> with Shenandoah general construction. We looked at 11 storm drains around the loop of Cherokee, Pineloch, and Tower Lake. No issues were found. In depth inspection of drains would cost between \$30K and \$36K. At this point in time it is not warranted.
- v. Replacement of sliding door on the east side of the guard house – Status
  - Current quotes for the replacement are way too high. We are waiting on an additional quote and if needed will be looking to gather more quotes.
- vi. Retaining wall reinforcement on new HOA Tower Lake lot - Status
  - Waiting on response from vendor.
  - The work will have to be communicated with the houses on Tower Lake west side of the road to have the entire wall fixed. The cost of this activity will have to be shared between the homeowners and the HOA. This wall is owned by the lot owners and not the HOA.
- vii. New parking lot by guard house – Status - Pending
- viii. Front entrance gate resolution – Status
  - Need to get back with current vendor to work on modification to the existing quote of roughly \$20K.
  - Board requested to get quote to run conduit and wires under street as a separate quote.
- ix. Power washing the clubhouse driveway, entrance roadway on the brick, and the front wall. (roughly \$3,000 from Buddy)
  - Clubhouse driveway was cleaned during the February Community Volunteer Day.
  - HCM to get quotes on cleaning of the front entrance road, sidewalk, and the entire North side of the community wall.

## 6. Violations

- i. No concerns raised

## 7. ARC Request Review

- i. No outstanding ARCs needing action

## 8. Old Business

- i. 2023 community walking inspection will occur on April 7<sup>th</sup>.

- ii. February 18<sup>th</sup> Community Volunteer Day
  - 3 Board members, and 2 community members present. Speed bumps cleaned up and painted, clubhouse driveway and sidewalk power washed, and tree cut down in the southwest corner of Tower Lake retention pond area and HOA lot.

9. New Business

- i. Community member asked about possible next community gathering. I was suggested that we look to have a summer event around the 4<sup>th</sup> of July. We would potentially have community access cards for sale at the time in preparation of the upcoming school year.
- ii. March Community Volunteer Day is scheduled for March 18<sup>th</sup> at 10 am. Project that will be focused on are the installation of the spike strip at the Minniehaha exist gate, and the speed bumps.

5. Adjournment called at 5:18 pm