

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

## **MEETING MINUTES**

### **BOARD MEETING**

**June 17, 2021**

**4:00PM**

**Calabay Parc at Tower Lake  
539 Pineloch Dr (Clubhouse)  
And Via Teleconference  
Via Teleconference**

- I. Call to order at 4:02 PM by Jennifer Conklin of Highland Community Management (HCM)
- II. Verification of Quorum: all Board Members present either in person or online
- III. Ratify approval of Minutes from previous Board Meeting and Reminder of Meeting Code of Conduct: Leo moves to approve the meeting minutes, Faith seconds the motion and minutes are approved with unanimous Board approval.
- IV. Purpose of Meeting
  1. Review and Ratify Approval of Pressure Washing of fence on Tract D: Faith moves to approve the quote, Bill seconds the motion and quote is approved with unanimous Board approval. Work has been completed this past Tuesday prior to meeting.
  2. Review of completed items to date: Pressure Washing of community sidewalks, clubhouse and wall, creation of new HOA Website and Facebook Page, movement of mailboxes, no parking signs and painting of curbs to enforce new parking rules, new A/C unit for guard house, new roof on clubhouse: The Board reviewed all items completed and thanked all volunteers who helped with these items. Owner requested to get pictures of the improvements, Board will look to get pictures together to put on the website and in Newsletter. Owner requests Board to review possible addition of No parking signs to be installed under stop signs to note no parking on mailbox side of street in which the Board will review this request.
  3. Review of quotes for spike strips at exit for Minniehaha Gate: Bids for this item were review and the Board has tabled this until a quote for installation of the strip and warranty information if installed by a vendor what items purchased by HOA.
  4. Review of recent community walk-thru and report: A meeting was held on 6/17/21 at noon to discuss the items needing to be addressed from our inspection. The report is attached to these minutes.
  5. Review of DR Horton Lots, New Development along 10<sup>th</sup>
    - It was noted that DR Horton had reached out to the board to consider purchasing 2 lots currently owned for HOA use. Currently the Board is in negotiations on the possible purchase of the lots. If an agreement is reached, the Board will schedule a meeting with the community in order to vote on the possible purchase of these lots.
    - The Board has received questions about the development behind Sheen Circle. Currently there is no recorded information stating what is being developed on the property but the Board can

confirm that this will not be a part of the Calabay Parc HOA. Owner discussion concerning the fence along this area and it was noted that the fence is not within any HOA owned property and the ability to alter the current fence would require homeowner approval of the lots where the fence is installed and possible community vote due to cost of adding any type of wall.

6. Review of Quotes received for gate upgrades: Quotes were given for security projects like; lock on pedestrian gate at guard house, changing of guard house entrance gate, installation of pole to create a turn-around at security... The Board is requesting clarification on quotes 6405, 6243, and 6407 before any decisions are made. HCM will reach out to vendor to get further clarification.

7. Review and Follow-Up on Old Business

- Camera on Guard House- Board will contact homeowner volunteer from previous meeting to continue review
  - Tech for Security and Digital Records- Board will contact homeowner volunteer from previous meeting to continue review and Board request for HCM to reach out to IT vendor for quote
  - Use of RFID chip reader for Security- Board requests HCM to reach out to IT vendor to get quotes.
  - New Community Survey – Colin will be creating survey for owners to review all items within the community to send to owners which will be sent out at the beginning of July. Owner requests to add 2 items to the survey: 1. Question to see if owners would like to have fences and 2. Question to see if owners would like to add a restriction where short-term rental guests are required to 3-5 day minimum rental for short-term rentals.
  - Review HOA vs Owner Responsibility Document: Board will review and update document and send out with next Newsletter for owners.
  - Review of Quote for Pot-hole repairs and moving of mailbox per USPS request: Faith moves to approve the quote from Spearfish with the stipulation to send over warranty information on work, Leo seconds the motion, quote approved by unanimous board approval.
  - Discussion of sending out a current Newsletter. Topics for the newsletter will include: New Survey, HOA vs. Owner Responsibility document, noise ordinances, parking review, community upgrades and completed projects, irrigation timers, back-to-school sale for pedestrian gate keys for children as many still do not have a key to use pedestrian gate causing major safety concerns.
8. Review outstanding ARC applications and ratify any outstanding decisions from previous meeting
    - Faith moves to approved all applications decisions made during 4-16-21 until June 16, 2021; Leo seconds the motion, board unanimously approves all applications decisions.
    - Board review of Violation Appeal for fruit trees/plants from owner at Lot 103. After review the board has denied the appeal and noted that all fruit trees/plants must be removed. HCM will notify homeowner.

- V. Schedule Next Board Meeting: Next meeting tentatively scheduled for either 7/31/21 or 8/7/21 at 10 AM.

- VI. Adjournment was called at 6:27 PM.

# Calabay Parc – Landscaping Meeting Review and Checklist

June 2021

On June 17, 2021 the Board meet with ASI to discuss a few items that were noticed during the May 2021 walk-thru inspection. A few of the issues were handled prior to the meeting, however a few items are still needing to be addressed:

- It was noted many of the backyard hedges/plant/robellini palms were not being maintained to the community standard and has been neglected for some time. ASI noted that this was due to a miscommunication with horticulture and landscaping crew when it came to the growth inhibitor used. With the change from liquid to granular, the required “no-trimming” after application was different as you cannot trim for 3—60 days after the liquid application. The granular application is a 2-step process and the second application will be done the week of July 5<sup>th</sup>. ASI will be working to get all hedges to the 6-foot standard before July 5<sup>th</sup> for the second application and will then continue to keep this standard.
- Many issues were seen when it came to the irrigation with many sprinkler heads overgrown by the grass so they were not able to water properly and the timer boxes were not locked as was to be required. ASI has repaired all sprinklers that were overgrown and will be sending a proposal for any irrigation changes will be required. ASI will also be sending a quote to install new locks on ALL of the irrigation timers in order to be able to have them locked and maintained by ASI as stated within the governing documents.
- It was discussed and approved that ASI will be emailing the monthly irrigation inspection report to HCM in order for the board to review and to keep within community files. HCM will also be sending notices to owners who have moved their irrigation timers into their garage and let these owners know that they will be responsible for their irrigation and any landscaping issues due to irrigation.
- It was confirmed that all HOA owned Sago Palms have been removed from HOA common areas.
- Attached is a Checklist of items required to be completed by ASI and updates will be noted and reported to the Board by ASI.

## Calabay Parc- ASI Landscape Checklist

Item to be completed	Quote Sent	Scheduled Date	Updates	Date completed	Ongoing Issues to Address
New Locks on ALL irrigation timers					
Remove invasive tree near clubhouse and mulch					
Remove all dead hedges/plants at clubhouse					
Install new hedges/plants at clubhouse					
Replace plants at signs and entrance island					
Remove plants on Lot 1 wall near guard house					
Remove vegetation in retention pond on Towerlake Blvd					
Mulch with crushed shell in front of Towerlake Blvd pond		week of 7/5/21			
Growth Inhibitor- 2nd Application					
Removal of landscaping behind 234 Minnehaha					