

Minutes for the Board of Directors Meeting  
Graeagle Meadows Homeowners Association  
January 17, 2024

DRAFT

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**I. Call to order and Roll Call**

A regular meeting of the Board of Directors for the Graeagle Meadows Homeowners Association was held on Wednesday, January 17, 2024, beginning at 10:00 a.m. pursuant to the written Notice of Meetings. The meeting was held via ZOOM teleconference. Board members Kim Siclari, Bob Markoja, Will Dickinson, John Berdrow, Jim Hunting and Mike Curran participated via ZOOM. Craig Silva was absent. Joleen Cline, Administrative Manager, served as the recording secretary. There were several association members on the Zoom conference. Will Dickinson called the meeting to order at 10:04 a.m.

**II. Approval of Minutes from December 13, 2023**

*After review, upon motion duly made, seconded, and unanimously carried, the minutes of the December 13, 2023, Board meeting were approved as submitted.*

**III. Report of actions taken during executive session 12/13/2023**

Will reported the Board approved a contract with Avalos Landscaping which includes a major spring cleanup of all pine straw, cones, other debris, and removal of weeds in planted areas throughout the entire development (back yards, front yards, and all open space). The contract includes ongoing maintenance of the 79 fenced backyards between May 1, 2024, and October 31, 2024. Total Contract is \$60,000.

The Board also approved salary increases for staff which go into effect 01/01/2024.

**IV. New Business**

**A. Spare key policy review – information only**

Will reported he asked Mark Castagnoli to look into what our CC&Rs current state about keys. Will and Mark worked together to draft a policy. Will summarized that there are 2 sections in our CC&Rs that relate to this. 8.2 states that members need to inspect their units every 30 days and the HOA needs to be made aware of any issues that might relate to an HOA responsibility, such as a water intrusion coming from a roofing issue. Based on conversations from prior board members and historians within the association, we learned the Board has never wanted to be responsible for making those inspections. 8.7 of the CC&Rs talks about the HOA's need to be able to enter a unit in order to complete repairs, etc. which we are responsible for and authorized to perform. It states owners must provide the association with access either by providing a key, a code or a third party that can allow access.

Will reported we believe about 70% of our owners have provided keys which are kept in a locked box for which Chad has the master key. The association does not have codes for keyless entry locks. We also are aware that the HOA has not been diligent about contacting old/new owners when properties change hands to know if locks have been changed or if new owners are aware that the association may have a key to the unit.

There is potential for liability issues and misunderstanding with the current policy. Will and Mark lined out several options for the board to consider which range from not keeping keys at all, continuing to do what we do now, or something in between.

Chad reported the lock box is flagged with addresses. He believes we have approximately 90 keys. Kim suggested that we reconcile the keys we currently hold and reach out to those members to let them know the Board is not exercising 8.2 (inspections), but we will hold keys pursuant to 8.7 if members want us to. She also suggested that the HOA obtain written authority from homeowners before we would ever provide a third party with entry.

Mike reported with the keyless entries, folks change those combinations often. We may think we have access; however, we may not have updated information.

Kim reported in our March meeting we need to define the next steps and then communicate with our members.

John asked how often the keys we have are really being used. Chad reported Scott Tomesello seems to be the plumber most folks use for winterizing, and we provide access to Scott in the late Fall and then in the Spring to winterize and de-winterize for members who have hired him. Chad reported in 2021 we had broken tree limbs that punctured roofs and it was helpful for staff to be able to access units to mitigate damage in that situation. In addition, we have a shared sewer system, and when we have a back up in one unit it can affect other units. Kim reported we need to work with both our attorney and our insurance agent to get the language right with any policy or correspondence.

Will summarized that it appears the Board wants to implement procedural changes and revise current practices to comply with the CC&Rs. We may want to update the CC&Rs in the future in combination with other changes.

Kim suggested we update the current database to include data regarding which units we have workable keys for.

Will reported he believes he gained enough information today and will work on drafting the next document. He plans to bring it back to the Board in March.

**B. Fixed asset sale and purchase policy development – information only**

Kim reported she is working on a no-conflict/due diligence purchase and sale policy so that we can avoid any real or perceived conflicts in the future. Management, Board members, and employees would be covered by this policy. She plans to have a draft for action at the March Board meeting.

**V. Committee Reports**

**A. Rental Committee – Mike Curran**

**i. Review Committee Recommendations to Support Understanding of and Enforcement of “The Guidelines”**

Mike reported that the Rental Committee had intended its recommendations be considered and authorized or modified by the Board at this meeting. However, since the item was not posted as an action item, this cannot occur at this meeting. Thus, the Rental Committee report is being presented as “Information Only” with the goal of the Board gaining a better understanding of the committee’s intent and having an opportunity to help shape the final report that will come to the Board at its March 20th meeting.

Mike reported the rental committee spent most of last year working on the “Guidelines to make your stay more enjoyable for you and for us.” This document has been communicated with the rental managers and all owners. The committee is now working on reinforcing the understanding of and compliance with The Guidelines by ensuring that the right people have the information and understand there are penalties for non-compliance.

The committee has looked at informing folks through signage, communicating with folks who can influence renters, and building better communication networks with members who rent their units. This is a work in progress.

The first recommendation is looking at signage. There is one sign currently located in the lower loop regarding quiet hours. The HOA has purchased four additional signs and plans to install these in the Spring of 2024. In addition, the committee will recommend purchasing small (approximately 6” X 6”) no smoking and quiet hours signage. These signs would be in colors which match the units (white background with brown letters), installed by our maintenance staff (likely close to the back sliding doors), and paid for by the association. The committee recommends it should be mandatory for vacation rental units to display these signs and would be voluntary for everyone else.

The committee is also recommending there is no smoking allowed inside rental units. Craig suggested we inform folks where they can smoke. He lives on a cul-de-sac that is heavily rented and there are parking issues quite often. Visitors and renters sometimes triple park and park in other people’s designated spots. He suggested the rental agencies provide a parking graphic that shows where the assigned parking is located. Mike Curran reported Graeagle Meadows Rental office has stated their parking lot can be used for overflow parking. John reported our maintenance employees also need designated parking spots. John suggested that the association manager (Cline and Associates), should not be the first point of contact when there is conflict. The first point of contact should be with the rental manager if there are issues.

Joleen reported owners are ultimately responsible for the behavior of their guests and renters. She reported other associations mandate that a managed 24/7 phone number be shared with neighbors of owners who rent their units. Mike reported Allison Hamlin who is the manager/owner of the on-site rental office is committed to working with the association on this item.

Will reported with regard to smoking, we are not able to make rules for what happens inside a rental unit. Mike reported that everyone that rents right now has a clause in their rental contract that states that there is no smoking inside the unit and that it is typical that rental units do not allow smoking inside.

Will suggested that we maintain a policy book that holds the history of all Association policies. Our website states that smoking is banned in all common areas.

Mike stated that it is both the owner and the rental agent’s responsibility to inform renters and guests of the rules and the potential fines that can be assessed when they are violated.

Kim suggested that we include information that the Golf Course is privately owned and there are separate rules for the Golf Course.

## **B. Operations Committee Report**

### **i. Approval of remaining KG Walters change orders for sewer project**

Will recommended the Board approve the change orders provided by KG Walters. He emailed those earlier to the Board members and shared that the association has already approved items 8 and 9. The association saved over \$28,000 by changing our alarm system which allows more flexibility to approve other change orders. Will reported after approving all of the change orders, we will still end up with a savings of \$7,653.00.

*After review, upon motion duly made, seconded and unanimously carried, the Board moved to accept the change orders from KG Walters as submitted.*

Will reported he has been very happy with the contractor. The next steps on this project will be to finish some of the change orders. KG Walters has been on time and under bid throughout the project.

Chad reported staff has been able to complete maintenance on the summer equipment. The new lift station has been very efficient, and the pumps are running much less. They average running only 20 minutes a day instead of several hours. Staff are working on outstanding work orders, and there have been several requests for lighting repairs in the lower loop. He has tried to diagnose the electrical issue but will now have to call out an electrician to assist. He is working on obtaining painting bids and is prioritizing units for paint due to their current condition. There have been a few concerns communicated regarding designated parking spots. There were a few issues due to the fact an old map was used when the striping was installed. He will work with members to make changes as needed.

### **C. Finance Committee Report**

#### **i. Review and approve financial reports for 12/31/2023**

Jim Hunting reported the association gained over \$6,000 in interest by investing idle reserve funds. He recently authorized the purchase of two additional CDs to keep funds earning a favorable rate of interest.

A 20-year roofing plan has been created and will be shared with our Reserve Study consultant.

*After review, upon motion duly made, seconded and unanimously carried, the Board approved the financial reports as prepared.*

Joleen reported the association's December insurance payment was made on Jan 1<sup>st</sup> so it doesn't show up on the year end reports. There also is \$10,000 that we plan to pay to KG Walters in the 2024 fiscal year. The W-2's have been processed and mailed to all employees.

#### **ii. Change in disposition of bank accounts used for investments**

Jim Hunting reported we have been working on interactions with Wells Fargo. Our account is now easier to access, and we are able to transact business including CD purchases.

#### **iii. Update on Reserve Study – Joleen Cline**

Joleen Cline reported she is working with Jim and Will to make corrections to the latest draft reserve study. The reserve specialist has requested specific details regarding 2023 reserve expenditures, and future plans for roof replacement, siding replacement, unit painting, and replacement plans for all components of the sewer disposal system. We are hopeful that a draft will be available for the Board members to review at its March 20 meeting.

#### **D. Architectural Review Committee Reports**

Kim Siclari reported the committee met on January 9th. It plans to present a draft update of the guidelines to the Board in March. There are currently three ARC requests under consideration: #25 has requested to complete a pergola repair/replacement, #27 requested to extend outdoor lighting to the car port and this request was rejected, #45 requested to extend their fence line by approximately 6 feet.

#### **E. Safety/Firewise Committee Reports**

No report

#### **VI. Homeowners Open Forum – not eligible for voting. Three (3) minutes each**

Suzie Weiss reported a letter was mailed to the membership giving the impression that if the special assessment was approved, the dues would not go up. She asked if the board would consider a mid-year budget change to reduce the quarterly assessment. She is concerned the Association is pricing itself out of the market.

Suzie reported candles are allowed in the Meadows. The board may want to look into that policy more closely. She further stated when the O'Kelley's decided on the re-striping, they went back to the original map which had been approved by the county. She would caution staff about changing things based on comments from new owners. In 2020 errors were made in marking parking spaces which had to be corrected later. Maps were reviewed so that parking areas could be put in the correct locations. She asked that staff and Board members consider parking issues in light of emergencies.

Mark Castagnoli reported he did complete a search for maps at the county offices, however, many of those were not accurate. We can't entirely use those old maps to determine where designated parking should be. Suzie reported access to sidewalks needs to be maintained.

Ann Warmington reported she has third party authorization to conduct monthly inspections for her own clients. She reported she would be happy to make those available to the association management company.

Paul Hensly reported he and his wife have owned their unit since 2011. He thanked the Board for all their time and effort. He stated they are concerned about the increase in the quarterly dues. Since 2013, there has been a 70% increase in the dues. It has been stated that renters are harder on units than owners who don't rent. He asked if there is a multi-tiered assessment system that could be imposed based on size and use of a unit.

Will reported there were announced public meetings prior to the creation of the budget where the board provided details regarding the dues. We know that we are underfunded for reserves and have many projects that must be addressed.

Joleen reported the CC&Rs currently only allow members to be equally assessed. It is possible to amend the CC&Rs to create cost centers based on a variety of criteria, however, this would require an amendment to the CC&Rs.

#### **VII. Adjourn**

*After review, upon motion duly made, seconded and unanimously carried, the meeting was adjourned at 11:49 am.*