



## Board of Directors Meeting Minutes

Dated: August 16, 2021

---

### Current Board Members:

Brad Kerkhoff, President - Present  
Matt Malone, Vice President - Present  
Laurie Daugherty, Member - Present  
LaShawn Fugate, Secretary- Present

Robby Trimble, Treasurer - Absent  
Matt Shields, Member - Present  
Sam Dunn, Member - Present

### Neighborhood Presidents:

Crossings, Karin Iorio - Present  
Glades President - Present  
Townhomes, Lori Shelburne - Present  
Greens, Trisha Dang - Absent

Meadows, Josh Fee - Present  
Old Bridge Estates, David Dressman - Present  
Villas, Mike Schwab - Present  
Woods, Linda Smith - Present

### Association Manager:

Michael Peddicord - Present

### Others in Attendance:

Jay Conne, Peter Woolam

---

The meeting was held in person at the Palomar Hills Clubhouse as well as via Zoom due to COVID-19 and social distancing requirements. Brad Kerkhoff called the meeting to order at 7:00 PM

**Minutes:** The July 19, 2021 minutes were reviewed. Discussion did take place regarding several items which are noted below in the Old Business section. Sam Dunn made a motion to accept the minutes.

**Financial Report:** Since Robby Trimble was not present, Brad Kerkhoff went through the report. Everything did look in line, however, there could be a little bit of a surplus. The numbers seem balanced if not a little ahead. Laurie Daugherty asked whether the stamped concrete had been sealed and Michael Peddicord stated that the company was waiting on the sealer to be delivered which should be about 2 – 8 weeks due to the chemical shortage. They need 72 hours once it has been cleaned before they can actually seal it.

Townhomes area, the capital is in, however, roofing has been pushed back until after Labor Day due to lack of workers. Building #5 has soffit and gutters going on. All of the work has been scheduled. Laurie Daugherty stated that at one time there was a spreadsheet being kept on what was being done. Is Michael keeping up with that now? Michael Peddicord replied that he was keeping up with the work being done, by whom and keeping receipts.

#### **Modification Requests:**

2208 Sweetberry Court – Backyard project and Decking – Approved by Modification Committee prior to Board meeting

3905 Peppertree Drive – Tree Replacement – Approved by Modification Committee prior to the Board meeting. They are to make sure they keep the same type of trees.

4305 Palmetto Court – Fence Replacement – Approved by Modification Committee prior to the Board meeting

2213 Terrace Woods – Electric Awning – Awaiting additional information before final recommendation can be given in terms of who maintains this once it has been done.

#### **Neighborhood Updates:**

**Crossings – Karin Iorio:** New President will be taking Karen’s position – Dan Schott

**Meadows – Josh Fee:** No Report

**Glades - Leslie XXX** New President will be taking Don’s position - Leslie XX., Are they turning over street ownership to the city? Jay Conne asked whether he can take down the no parking signs. Brad Kerkhoff was not sure we were supposed to take them down as the City was the one to put them up. The prior property manager, Cindy Russell, was to have followed up with this and not sure that was the case. There is an ongoing discussion in terms of who owns this street, City or the Palomar Association. Michael Peddicord is to look at the map for snow removal to see whether he can use this as a guide to determine. Parking is tight enough on the street to worry that if emergency vehicles needed to have access they could not get through. Brad is not authorizing Lester to remove those signs as of right now.

**Old Bridge Estates – David Dressman:** Once the landscaping warranties have been approved, they need to have some replacements done.

**Townhomes – Lori Shelburne:** No Report

**Villas – Mike Schwab:** No Report

**Greens – Trisha Dang:** No Report

**Woods – Linda Smith:** No Report.

### **Old Business:**

**Proposed Reserve Investment Study:** Laurie Daugherty asked about the \$15,000 that was spent on the sidewalk area that was discussed during the July meeting and it was disclosed that actually that referred to the parking lot area. Laurie also stated that the Association has access to the ForeSite program for a 3 year period as part of this study which we are paying \$490 per year. Are we getting billed for that? Sam Dunn asked whether the Board has adopted any of the findings within this report. That should be done and then work from there. A meeting will be scheduled to address the findings and adopt which portions of the document will be accepted. If resident members want to have access to the reserve study they can come into the clubhouse to view it. We will not be making copies to distribute to the residents as previously discussed in the July meeting minutes.

Laurie Daugherty questioned the quote of \$80,000 to dredge the pond that was discussed during the July meeting as that was done prior to her coming on board. She was under the assumption that if the ponds were kept clean that there would be no need to have them dredged. There may be a need to have the fish relocated by Fish and Wild Life officials. She also had a question about the final expense on the budget for the Clubhouse windows which were done in May. We should have received the final bill for that by now but it is not being reflected in the budget. There were 2 windows that were just finished last week. It could be a case of waiting to submit the final invoice when all windows had been installed.

**CORRECTIONS:** During the July Board meeting it was stated that the original plans from the developer of the Fountains was to fill the gap between the fence and stone column. That was actually just an assumption and not actually the case.

Also of correction, in the July minutes Jay Conne should have been attributed to the comments around how to submit items for the budget as well as for the closed Association Social Media Group.

During the July Board meeting it was also stated under the Glades that the traffic study would be discussed with the City Council Representative. That should have been denoted under the Meadows Neighborhood section.

There has been an on-going discussion regarding the ponds being used for fishing. On page 33 of the Master Document it is stated that there is to be no fishing. Should we post new signage? Because the park is closed at 10:00 PM these signs need to be posted more prominently and the policy needs to start being enforced. Mike Schwab of the Villas took pictures of two people that had been fishing in the ponds that do not live within the community. Apparently, they had parked in the Townhomes section and were fishing at the corner. They were about 16/17 years old and had caught a fish within the first 30 seconds of putting their rod in the water.

Playground area: During the July meeting it was discussed that the playground mulch needed to be maintained as there were troughs down to the dirt underneath each swing. Peter Woolam mentioned that this was still not being done.

Security issues: Peter Wollam also suggested that security cameras be placed in the playground and court areas. He also suggested that we have security company patrol the area. Karen Iorio stated that we had done this in the past and it was not effective and too expensive as they would come back. Place prominent signage in the area which should help to deter people as well.

Tennis and Volleyball Courts: Peter has also weeded and raked the tennis courts himself. There is a net that has been down next to the fence at the entrance of the courts. Lester is still waiting on the fence company to wire the sections that have been opened allowing entrance without a key. Garbage is full in this area as well as in the park. Laurie Daugherty mentioned that in the past someone was paid to empty the garbage on Sunday nights. A schedule needs to be created on when this should be done and by whom. Lester used to do this on Mondays as well as the Lifeguards on duty. Locks on the Tennis and Basketball courts need to be addressed to help prohibit non-residents from having access. It was stated that in the past when anyone purchased a summer membership, they were given a key to the courts. If they didn't renew the next year, they still had the key. Looking to install code access locks but those are not cheap. Lester has been looking into this and getting numbers on it to report back to Brad. The other thing that needs to be address is the Tennis Court lights which were on during the rain one night. Jay Conne suggested that they be set up to run on Solar Power. The Volleyball court does need to have the perimeters re-established.

Budget Approval: Matt Shields made a motion to approve the Budget and Sam Dunn seconded the motion.

### **New Business:**

2021 Neighborhood Elections for President were held. No changes except for Glades who elected, Leslie..... , Crossings will now fall under Dan Schott and there is an ongoing process to elect the President for the Woods.

Pool: It is believed that this year we ended up hiring more Pool staff than we budgeted for. Who is keeping track of the expenses in this area? Brad Kerkhoff was more worried about the billed hours of the staff over the actual number of members that were hired. If we are over budget now, where are we going to be at the end of August. The Budget for the Pool was based on 2019. Sam Dunn asked when the Pool actually closes, which is Labor Day, and at that time there are no Lifeguards on duty. Sam also requested that a year end report be made on Pool expense vs revenue. There may be more revenue that was generated due to registration fees for the swim team and outside memberships.

Delinquent Dues: There are delinquencies for Palomar, Townhomes and Old Bridge in the total of \$6,700. People could be coming in now with payment. Most people may pay late but by the end of each quarter, most homeowners do pay.

Budget: Will be looking at the budget during the months of August and September. Some of the items being considered are security cameras. Laurie Daugherty will send Robby a note to start list of four (4)

items that we can consider for the budget. During the budget meeting there will be discussion as to increasing resident dues.

Landscaping: For Glades Court look at landscaping and ask Michael Peddicord to see what running on pricing. Laurie Daugherty asked about the Islands and what is to be done with those. Brad Kerkhoff stated that he had been working with John Watts who is the previous landscaping company regarding the plants that had been under warranty and what they were to replace. John Watts acknowledged that those plants needed to be replaced and he also tried to submit a back invoice for a period during 2017 for verbal work that was done. Brad Kerkhoff stated that we were not going to accept that invoice from 4 years ago. Laurie Daugherty suggested that we contact a Landscape Nursery to see what may be the best plants for specific areas. There are 15 islands in total, some of them are irrigated but the ones located in courts are not. For the plants that we are due under warranty, maybe we can place those elsewhere and then supplement with new plants per nursery recommendations. Laurie Daugherty asked Michael Peddicord to look up what trees are permissible per street and update the Blog to reflect. Homeowners may not be familiar with what may or may not be allowed in terms of replacement. The approved trees are located within the Master Document.

Concert in the park was great.,, Linda Smith did a great job per Brad Kerkhoff. Jeannie did work on that as well. Matt Shields mentioned that we needed to find more opportunities to host community events such as that. Linda stated that they are looking into possible tailgating parties and concerts this Fall.

Website: The website is up for renewal on October 15 of which the company out of California does own the current domain name. Now may be a good time to review to see how we want to use the site in terms of outreach efforts, resident information updates and event notices. A committee will be put into place to look at the website and changes that need to be made. Laurie Daugherty mentioned that there is financial information on the current website that should be password protected for review by homeowners only.

Park items: Because we did not totally replace the sand in the volleyball court we have been able to replace the picnic tables in the park.

Master Document President Election Amendment – Jay Conne brought up the fact that during a past meeting there was an amendment that was accepted which completely changed the way President elections were done. He was not aware of the newly elected President for their neighborhood. There was a document that Laurie Daugherty created that showed what the old document stated and what should have been done. She has since distributed that to the members of the Board for review. According to the Master Document, Jay Conne stated that there should be annual membership meetings where the Presidents are elected. There are a lot of formalities that are not currently being followed. In the past Jay contends that each section should have 3 leaders and that one of those 3 would be the voting member.

## **Manager's Report:**

### **COLLECTIONS:**

We currently hold liens on two properties with outstanding balances totaling \$1,125. One homeowner has agreed to make monthly payments. One new lien was filed as the homeowner had become 90 days delinquent.

### **MAINTENANCE:**

- Repaired broken sprinkler, Old Bridge
- Walked around with landscapers installed new hose on chlorine in baby pool
- Installed new battery on island for the sprinkler remote
- Repaired electric line going to fountain in upper TH Pond conduit broken
- changed out LED Light fixture in clubhouse
- Repaired light fixture in clubhouse
- Repaired bad boards on deck at 2270 Terrace Woods Park
- Picked up lumber for deck
- Repaired chlorinator at Adult Pool
- Installed reflectors on islands
- Cleaned algae out of spillways
- Changed out light bulb street light townhomes
- Replaced two spray nozzle's on sprinklers
- Repaired broken sprinkler line at HR Entrance
- Replaced Solenoid on Sprinkler Valve
- Completed wiring test on sprinkler controller that shorted out

### **MISCELLANEOUS:**

- Lester and I met with Sammy, Account representative of Landscape Workshop, toured the community, and addressed concerns with the proper edging and maintaining the "Islands".
- Changed to pool hours for School/Fall season.
- Successfully had our annual Concert in the Park.
- In process for holding elections for neighborhood president in the Woods Neighborhood.

### **Action Items:**

1. Michael Peddicord to review snow removal map to determine where the Glades street falls., to the city or to the Palomar Association
2. Schedule a Reserve Study meeting
3. Create trash pickup schedule for the park and tennis court areas
4. Year end report generated for Pool area reflecting expenses and income. Staff counts and hours worked should be included.
5. Michael Peddicord to look at landscape pricing for Glades Court
6. Michael Peddicord to look up what trees are acceptable per street and reflect that information in the Blog as a convenience to the homeowners.
7. Create a website committee

**Adjournment:**

At 8:35 PM Sam Dunn made a motion to adjourn and Matt Shields seconded the motion. Next meeting will be held on September 20, 2021

*\*Minutes submitted by LaShawn Fugate*