



## Board of Directors Meeting Minutes

Dated: July 19, 2021

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### Current Board Members:

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

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

### Neighborhood Presidents:

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

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

### Association Manager:

Michael Peddicord - Present

### Others in Attendance:

Yvonne Thompson, Sara Janes, Donna Dixon, Susan O'Daniel, Jay Conne, Howard Coleman, Peter and Sharon Woolam

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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 June 21, 2021 minutes were reviewed. Brad Kerkhoff made a motion for the minutes to be approved. Sam Dunn seconded the motion. They were unanimously approved.

**Financial Report:** Laurie Daugherty was not in attendance, and it was mentioned that she has stepped down as the current Treasurer. The current report was reviewed.

Sam Dunn inquired about the status of outstanding fees from the homeowners. Brad Kerkhoff stated that information should be located on the last page of the Manager's Report. The status is one person is outstanding on dues in the amount of \$630.

It was noted that snow removal was way over budget this year and that the surge tank had to be relined which was not budgeted for. That cost was \$7,923.

Sam Dunn also asked about the snow removal cost to date which is \$5,200 and wondered why the Townhomes is so much more than Palomar Hills main sections. Brad Kerkhoff mentioned that the city takes care of the majority of Palomar Hills streets but the Townhomes must pay to have their streets cleared as it is a private drive. The question was addressed as to when do the streets within the Glades get cleared and it was discussed that the City follows a street priority guideline with Palomar Blvd and Peppertree as they are main roads. The rest fall into sub tiers on when they are cleared depending on priority.

Sam Dunn also stated that once the new Treasurer is in place he would like to spend an hour going through the budget to get up to speed on planning. Brad Kerkhoff stated that the budget planning usually comes up around the October time frame so good timing. Now is a good time to look at projects and get them into the budget for 2022.

Projects that have been discussed include security cameras which we need to begin getting quotes on.

Brad Kerkhoff asked whether there were any questions on the financial report and if not could we get a motion to approve. Sam Dunn made a motion to approve and the motion was seconded. The financial report was unanimously approved.

**Modification Requests:** Brad Kerkhoff stated that we are trying to address modification requests in a timely manner by not waiting to approve at each of the monthly Board meetings. For the record a summary of the following requests have been added:

Resident Address: 3913 Rock Ledge Lane

Scope of Work: Window replacement for better energy efficiency. Property owner understands that the exterior color and grid-style must match the existing townhome style.

Outcome: Request was standard and no approval was required, therefore giving the property the right to proceed.

Resident Address: 3929 Peppertree Drive

Scope of Work: Wood siding replacement in a small gable area

Outcome: Modification Committee approved the request to use vinyl siding to replace deteriorated wood siding.

Another request was submitted via the online form to allow a curb mat to be placed at the end of the driveway to keep the car from bumping upon entrance and leaving. It was approved provided it is not a permanent fixture.

## **Neighborhood Updates:**

**Crossings – Karin Iorio:** No Report

**Meadows – Josh Fee:** Sam Dunn brought up that there is a demo dumpster placed at 4124 Palmetto that is about 10 feet wide. He suggested that anything that large should have cones placed around it to warn motorists and pedestrians. If it were going to be there more than a few days Sam wondered whether there were city regulations that stipulate there needs to be a permit in place. Michael Peddicord was asked to check into the matter.

**Glades – Don Hollis:** Don was not in attendance, however, a resident brought up the issue of expectations not being met in terms of car lights shining through windows at the entrance. The original plans from the developer of the Fountains was to fill the gap between the fence and stone column, which is no longer the case. There have been changes to accessing the back of the subdivision that has raised concerns. Brad Kerkhoff said that he knew there were some concerns with dump trucks beeping all hours of the night delivering. Resident asked whether the Association could look into that issue for the residents by placing a fence there to separate the area. Discussion also included the traffic study. Brad Kerkhoff thought that our City Council representative, Amanda may be able to do the study twice in order to have a better sample of traffic patterns. Another resident brought up the fact that the light at Man-O-War needs to be adjusted as only 4 cars can get through there before it changes.

**Old Bridge Estates – David Dressman:** No Report

**Townhomes – Lori Shelburne:** No Report

**Villas – Mike Schwab:** Mike mentioned that when the boards were replaced on the fence along Valencia that they have not yet been stained. Brad Kerkhoff mentioned that usually new boards are not stained for a period of 6 weeks. He will ask Michael Peddicord to follow up on that to make sure that they are stained after that amount of time. Mike also asked who is responsible for the sidewalks at the end of the cul-de-sac on Valencia that is across from the homes that fall between Valencia and Man-O-War Blvd. Is that an HOA or City responsibility as they are in need of repair. Brad used the Townhomes as an example citing that the property lines for a homeowner actually go all the way to the street. So for a homeowner with a sidewalk within their property they would be responsible for it. For the Valencia sidewalks with no house that is attached he is thinking it will be Palomar responsibility for that common area. There is certain degree of damage that needs to be in place before the City will fix it. Brad will need to review to see what that actually is.

**Greens – Trisha Dang:** Trisha was absent but no one thought there were any issues that needed to be discussed

**Woods – Linda Smith:** No Report

## **Old Business:**

July 28 there will be a concert in the Park with Off the Clock performing. Food Trucks will be present beginning at 6 with the concert running from 7:30 – 10:00 PM. Michael Peddicord was asked to place that information in the blog and to place signs at both entrances to promote.

**Proposed Reserve Investment Study:** Laurie Daugherty has been spear-heading that effort and since she is not present, Brad did not have any updates to cover. Sam Dunn brought up the example of the Florida condo that collapsed saying that issues had been brought to the attention of the management who kept pushing back those maintenance items until the collapse happened. He thinks that the reserve study needs to be done in order to avoid any potential hazards that may be looming. Brad Kerkhoff agreed that there are areas within the pool that need to be addressed such as the wall and concrete patio areas. The reserve study suggests that dues should be raised by a certain amount but Brad wants to look down the road to see what all needs to be done and make one increase rather than several smaller ones in order to have the money in reserve for upkeep. We did just replace the clubhouse windows for \$30,000 and doing the sidewalk area for \$15,000. Brad suggested that if we use this reserve study as a roadmap working into the future no matter who the Board members are at that time the better off we will be. A resident voiced their approval of the current Board being so much more responsible than past Board members they have had in place. Sarah Janes asked whether the Reserve Study was made available to the residents? Brad Kerkhoff stated that it has not been released yet as we had gone back to the company doing it with some changes. Once the report has been finalized, which should be within the next month, he suggested that we budget \$300 to have about 43 copies made for those that want a printed copy. It is also available as a PDF. Townhomes mentioned that when they did theirs they did not email a copy as to keep any disgruntled residents from posting that information online. Sarah Janes also asked whether the Townhomes agreed upon procedures is available for the Townhomes residents to see.

## **New Board Officer Elections:**

Brad Kerkhoff was nominated to remain the Board President which he accepted and was approved.  
Matt Malone will remain the Vice President  
Robby Trimble was nominated to be the new Treasurer by Brad Kerkhoff which he accepted and was approved  
LaShawn Fugate was nominated by Matt Shields as the Secretary which she accepted and was approved.

## **New Business:**

Neighborhood Presidents are now up for re-election which occurs every 2 years. They have all of the flyers printed and ready to mail to the residents. Will add to the Blog and the Bulletin boards

New Association Manager introduced – Michael Peddicord began on July 12, 2021. He has a Finance Degree and Property Management experience as well as a degree in residential and commercial development.

Sharon Woolam asked whether the Clubhouse was now available for renting which it is.

Peter Woolam brought up the issue regarding fishing in the ponds. Several people have had to be removed and he has spoken several times to people as has Lester about not doing it. We do have a sign

on the pond that states there is no fishing or swimming allowed, but the question was raised on whether that was included in the Master Document. Is this something that we will enforce. The thought was brought up that we probably have an overpopulation situation in the pond with the bass. There are 20 carp in the lower pond. We received a quote for about \$80,000 to dredge the lower pond. Would we as Palomar Hills Association prosecute anyone trespassing in this area fishing. The first issue we have is people fishing in the ponds where it is posted no fishing. The 2<sup>nd</sup> issue is whether those people fishing are residents or not. Someone asked what Firebrook may allow and they only allow residents to be in their pond areas unlike Jacobson Park which is a public park. The problem we are having is lines getting stuck in the aerator. The question is do we want to continue to have this a pond or let it fill in. We have not quite decided what to do with that yet.

Sharon Woolam also brought up that there are people in the park after dark. Brad Kerkhoff addressed that concern with either having private security or security cameras or both to combat it. We are now in the process of getting camera quotes as well as for running power to them. Brad has checked into the cost for private security and is thinking that option is not going to be affordable. Those cameras would be located at the entrances to the neighborhood in order to capture license plates of people coming in. Could just be a detractor knowing that they are there. Peter Woolam has photos of repeat fishers that Brad stated if they are not residents we can turn them over to police as trespassing.

Peter Woolam also suggested that the mulch in the playground area be raked on a regular basis as there are tracks under the swing area that are now down to the dirt. Brad Kerkhoff mentioned that we are currently using a contractor on a regular basis that is not that expensive. We used to have an assistant for Lester, but the workload is not there to support having a full-time employee. Michael Peddicord could be used in this area to help.

Peter Woolam also asked about the schedule for lawncare/grounds maintenance. Brad Kerkhoff stated that he and Michael Peddicord had reviewed that the week before and a drive by review was supposed to be happening each Friday and it was not. Also, there are supposed to be 4 treatments per year for fertilizing/weed kill. So far 2 have been done, the other 2 are yet to be scheduled. The Tennis Courts really need to have that done. Michael Peddicord will be on them to make sure that is taken care of. Brad Kerkhoff has been in contact with the prior landscape company that owes us several warranty plants. There was some push back on getting that taken care of but they have now agreed to do it. One of the residents requested the entrance ways on Glades Court and one other to be landscaped nicely to match the other entrances to Palomar.

One of the residents asked how we determine if something will be included in the annual budget. Brad Kerkhoff said considerations include can we afford it, what is the long term benefit of it, what is the maintenance of it, will it solve the problem, and input from the residents.

Another resident brought up the opportunity to have a closed group for the Association instead of Next Door Palomar app.

LaShawn Fugate asked if Michael Peddicord and/or Lester could check out the Bolts that hold the practice board on the fence as they are loose and coming out.

## **Manager's Report:**

### **COLLECTIONS:**

We currently hold a lien on one property with an outstanding balance of \$630, that homeowner has agreed to make monthly payments. One 10-day notice was sent out as the homeowner has become 90 days delinquent.

### **MAINTENANCE:**

- Installed black pipe for clubhouse downspout.
- Painted wall in downstairs hallway.
- Checked Sprinklers at townhome 2244 Stone Garden.
- Repaired pool computer.
- Worked on flow meter for lap pool & installed new flow meter.
- Put up dues' due signage.
- Repaired soap dispenser in men's clubhouse downstairs restroom.
- Repaired up lighting in clubhouse fountain area
- Repaired sprinkler valves [Olde Bridge]
- Reset timers for light [Man-O-War]
- Replaced flow meter & tread on ladder [lap pool]
- Repaired break at clubhouse sprinkler
- Replaced broken step on ladder [Lap Pool]
- Painted weatherstrip on garage (2205 townhomes)
- Pulled apart pump to unclog
- Repaired break with clubhouse on sprinklers
- Repaired Pool Gates
- Replaced stuck sprinkler valve at Glades
- Replaced three toller on Lap Pool VAC

### **MISCELLANEOUS:**

- Lester and I met with account representative of Landscape Workshop, toured the community, and addressed concerns with the work provided.
- Met with City National Bank to make proper changes to the signers of the respective checking accounts.

### **Action Items:**

- Taking submissions for projects to consider for the upcoming budget
- Security Camera Quotes
- Check on permit for large demolition dumpster
- Ask Amanda to see whether the traffic study can be done twice
- Check on new fence boards along the Villas to ensure they are stained
- Check to see who is responsible for sidewalk area along cul-de-sac of Valencia Drive
- Once reserve study has been completed, make 43 print copies available to the residents
- Add playground maintenance to the weekly list for Property Manager/Lester
- Bolts on practice board in the Tennis Court area to be checked and secured/tightened/replaced.,

### **Adjournment:**

At 8:01 PM Matt Shields made a motion to adjourn and Robby Trimble seconded the motion.  
*Minutes submitted by LaShawn Fugate*