

Palomar Hills Community Association, Inc.
Board of Directors Meeting Minutes
December 16, 2019

Joe Clabes, President - Present
Jeannie Hixson, Vice President - Present
Marty Solomon, Treasurer - Present
Jay Hierro, Secretary - Present

Brad Kerkhoff - Present
Donna Potter - Present
Matt Malone - Present

Neighborhood Presidents:

Sara Janes, Townhomes - Present
Todd Taylor, Olde Bridge - Present
Karin Iorio, Crossings - Present
Trisha Dang, Greens - Present

Michael Schwab, Villas - Absent
Josh Fee, Meadows - Present
Linda Smith, Wood - Present
Don Hollis, Glades - Present

Others in attendance: Jay Conne, Mary Jo Billitter, Donna Dixon, Peter Woollam, Charissa Skeeters, John Bauer, Seth Chambers, Vicki Stevens and Laurie Daugherty

Joe Clabes called the meeting to order at 7:02 PM

Minutes: The November 18, 2019 minutes were reviewed. Matt Malone made a motion to strike from the minutes, *Special Guest* comment "*A resident asked about golf carts in the neighborhood and whether legally they can be driven on the road. The officer said they are not legal to drive on roads; the only exception are in a golf course neighborhood which Palomar is not.*" He asked because he believed they were not accurate. Jay Conne asked the board of directors to amend the comment he made regarding the amendment to the Green Book on July 25, 2019. Jay Conne wants the minutes to read "*Jay Conne voiced his concerns that the amendment to the Green Book on July 25, 2019 was illegal.*" The minutes with amendments were seconded by Marty Solomon and unanimously approved.

Financial Report: The Board reviewed the financial statement/report. There was discussion regarding the possible \$91,000 surplus and how it is important to be transparent in the future because during budgeting the Board believed it would be quite a bit less. A motion was made by Joe Clabes to approve the financial report. It was seconded by Jeannie Hixson and was approved with four votes yea and two votes nay. It was approved.

Neighborhood Reports:

Crossings - Karin Iorio - Nothing to report.

Glades - Don Hollis stated he wanted the new developers of the Fountains at Palomar to be commended for ensuring the drainage issue was resolved.

Greens - Trisha Dang - Nothing to report.

Meadows - Josh Fee - Nothing to report.

Olde Bridge - Todd Taylor stated they are getting quotes to install cameras at the gate. Cameras will be installed on each side of the gates.

Townhomes - Sara Janes spoke about passing the budget for the townhomes.

Villas - Mike Schwab – Absent.

Woods - Linda Smith - Nothing to report.

New Business - Rick Jones (CPA for Palomar Hills Association) was present to discuss the different types of audits or financial reviews. Mr. Jones stated that audits are primarily conducted to check the processes of and gives reasonable assurances, not guarantees regarding finances. Mr. Jones went on to say that it seems like an “overkill” to involve Palomar Hills Association in an audit. Some residents voiced their concern to have an audit. The residents stated that it did not make sense not to have an audit due to the overages in capital reserves and the fact that board members are performing their duties as volunteers. The discussion was tabled until next meeting in January 2020.

Neighborhood Presidents vote on 2020 budget- The budget was discussed and the Neighborhood Presidents voted unanimously to approve the 2020 budget.

Townhomes 2020 Budget- The townhomes presented its 2020 budget for review by the Board. This is for the townhome only fees collected monthly. Sara Janes, President, discussed the budget including \$10,000 expense for a reserve study/consulting as well as possibly hiring a management company to manage their maintenance. The townhome management fee of \$11,900 is paid to Palomar Hills for administration by Palomar Hills’ staff specific to the townhomes. The amount paid by the townhomes normally increases with the percent of cost of living raises to staff, but for some reason was not updated in the Palomar Hills 2020 budget. The new officers did not know that the amount increased annually. The Board agreed that the number would remain \$11,900 for 2020 but let the townhomes know it would increase in the 2021 budget.

Residence Business - Olde Bridge residents discussed the responsibility for maintenance of the west perimeter fence of Olde Bridge. The responsibility of maintenance can affect the 2020 Palomar Hills budget since a portion of fence on Military Pike is included. This discussion was tabled until next board meeting due to time constraints and to review the deed of restrictions for Olde Bridge.

Manager’s Report:

Collections

PHCA currently holds liens on five (5) properties, with outstanding balances totaling \$4,102. One homeowner is making monthly installments.

Maintenance

- Replaced 90’ of underground electrical wiring for private street light at Palomar/Peppertree. Tree removal company damaged wiring while removing street trees for resident. Reimbursement for labor and materials was paid by tree removal company to PHCA.
- Leaf clean up around pool area and clubhouse parking lot
- Replaced lamps for tree uplighting at Olde Bridge
- Re-set breaker for pond pump
- Placed holiday decorating contest winner signs
- Replaced wiring for jogging trail lights
- Cleared grates at upper pond in townhome area
- Marked underground electrical lines for several homeowners in process of replacing street trees
- Replaced lamps and one light fixture at Man O’ War entrance
- Picked up trash along Bowman’s Mill fence line

Miscellaneous

- Mailed letters to several homeowners not in compliance
- Met with several townhome owners and homeowners
- Input maintenance requests information into townhome computer system
- Scheduled contractors to make miscellaneous repairs at townhomes
- Prepared several clubhouse rental contracts

At 8:23 PM, Marty Solomon made a motion to adjourn and seconded by Brad Kerkhoff. It was unanimously approved.

Minutes submitted by Jay Hierro