

Palomar Hills Community Association, Inc.
Board of Directors Meeting Minutes
Held via ZOOM video conference.
December 21, 2020

Brad Kerkhoff, President - Present
Matt Malone, Vice President - Absent
Laurie Daugherty, Treasurer - Present
Donna Potter, Secretary - Absent

Robby Trimble - Present
Signe Dunn - Absent
Matt Shields - Present

Neighborhood Presidents:

Karin Iorio, Crossings - Present
Don Hollis, Glades - Present
Trish Dang, Greens - Absent
Josh Fee, Meadows - Present

David Dressman, Olde Bridge - Present
Sara Janes, Townhomes - Present
Mike Schwab, Villas - Present
Linda Smith, Woods - Present

Others in attendance: Cindy Russell, Terry Neal, Kerry Nemecek, Donna Dixon, Susan O'Daniel, Becky French, Phil French, George Moulder, Hunter Moore, Cindy Bozan, Vicki Stevens, Jay Conne.

The meeting was held via Zoom due to COVID-19 and social distancing requirements. Brad Kerkhoff called the meeting to order at 7:00 pm.

Minutes: The November 16, 2020 minutes were reviewed. Sara Janes requested that the minutes be corrected to reflect that she stated project manager, not property manager. Also, Sara stated the Agreed Upon Procedures award was not mentioned in the November minutes. Mike Schwab stated that his comments in the November minutes were the same as the October minutes. Brad Kerkhoff told Mike he would get with Mike to get what Mike reported during the Neighborhood Reports portion of the November board meeting. Laurie Daugherty made a motion for the minutes to be approved with these 2 changes, Robby Trimble seconded. They were unanimously approved.

Financial Report: Laurie Daugherty stated we are in good financial condition. Our assessment income will be right on target. Cash on hand is \$411,000, which includes our reserve funds, and the board has begun some discussion about how much will be available in January for actual reserve money and not operating money. All our monies are together at one bank. Would like to move to investment funds such as Certificates of Deposit and move to other banking institutions. The FDIC insures \$250,000 in any one institution. We are way over the \$250,000 and it would be smart for us to move to other institutions and accounts that will hopefully make more money. We are in good shape budget wise. These financials are as of November 30. Our total income is lower than projected because of COVID with no optional members, etc. Did not do a lot of projects in November. The water bills are way over by \$6700, because we did discover a water leak. Cindy stated American Leak Detection located the leak and the leak has now been repaired. Other expenses this month are routine monthly expenses. Another expense we will have will be the Agreed Upon Procedures review. Cindy stated that the review is now delayed due to someone in accountant's office testing positive for COVID. This invoice will be paid next year. The townhomes income is pretty much right on track for the year as well. Roofing repairs done last month, and those costs reflected in the November financial report and deck repairs

made by Lester Davis. The townhomes have \$114,000 in their account. Sara Janes asked if money would be reallocated to other budget line items. Financially we are in good shape. Matt Shields made a motion to approve the financial report, Robby Trimble seconded. The financial report was unanimously approved.

Modification Requests:

2220 Valencia Drive - Resident made a request to install a 5' shadowbox fence on each side of the rear yard. Laurie Daugherty made a motion to ratify previous email approval, Robby Trimble seconded. It was unanimously approved.

4016 Palomar Boulevard - Resident made a request to install automated gate across driveway to be located at rear corner of residence. Matt Shields made a motion to approve, Robby Trimble seconded. It was unanimously approved.

2217 Mangrove Drive - Resident made a request to construct a new deck with covered porch. Robby Trimble made a motion to approve, Matt Shields seconded. It was unanimously approved.

4009 Peppertree Drive – Resident made a request to install a retaining wall off lower patio, under the upper deck. The main purpose of the retaining wall to prevent the soil from shifting. Laurie Daugherty asked the resident if a permit will be required. The resident agreed to contact the building inspector's office to find out what permits, if any, will be required. Matt Shields made a motion to approve, Robby Trimble seconded. It was unanimously approved.

Neighborhood Reports:

Crossings - Karen Iorio - stated the neighborhood is beautiful with all the holiday lights and everything is fine in the Crossings.

Glades - Don Hollis - everything is good.

Greens - Trisha Dang - absent.

Meadows - Josh Fee - echoed his thanks for the Drive by Santa and suggested it continue beyond the pandemic. He also stated that early last week there was an accident at the Man O' War and Harrodsburg Road intersection which had people cutting through Palomar Hills from Madrone to Palmetto Drive. He also stated that council woman Amanda Bledsoe confirmed measures need to be taken to slow down traffic. They will gather traffic data to determine what is needed. There are now different developers that will provide funding for speed bumps.

Olde Bridge - David Dressman - stated the kids loved the Drive by Santa. Olde Bridge is doing fine. The one-lane bridge is a nightmare.

Townhomes - Sara Janes - questioned when the leaf removal will be completed for the townhome residents. Cindy Russell stated that Landscape Workshop will be taking care of leaf removal either today or December 22nd. Sara Janes also wanted the minutes to reflect there was a petition submitted and signed by the townhome residents on October 16, 2020, that they requested to hire professional property management company for the townhome residents.

Villas - Mike Schwab - the Villas are doing fine. Mike stated that he had contacted Cindy Russell and a speed machine was installed in the Villas. The data from the speed machine will be reported at the next board meeting.

Woods - Linda Smith - everything is fine.

New Business: Motion was made by Robby Trimble for the Dissolution of Palomar Townhome Association, Inc. Matt Shields seconded the motion. Motion was unanimously approved.

Townhome Building #4 - There was a motion to ratify vote via email on Building #4 in the townhomes. The roofs, soffits, fascia, gutters, gutter guards, downspouts and skylights will be replaced by Harrison's Roofing. Donna Dixon asked how many bids were submitted for the project and what was the warranty for the new roofing. Brad Kerkhoff stated that there were 5 bids submitted and there is a workmanship warranty for 5 years. Brad stated that if there were any further questions on bids and warranty the information was open record at the Palomar Hills office. Robby Trimble made a motion to ratify the email vote and Laurie Curry Daugherty seconded the motion. The motion passed unanimously.

2209 Stone Garden Lane- request to ratify vote for approval via email to replace a section of siding due to pieces being blown off during high winds. There were 3 bids submitted and Harrison's Roofing was awarded the job. Matt Shields made a motion to ratify the email vote and Robby Trimble seconded the motion. The motion was passed unanimously.

At the Townhomes' request, a memorandum of services to be provided to the Townhomes neighborhood by the PHCA was prepared and it was reviewed by the Townhomes Board prior to the meeting. Changes were made and a final memorandum of understanding was presented to the PHCA Board for approval to be effective January 1, 2021. Matt Shields made a motion to approve. Laurie Daugherty seconded. Motion was unanimously approved. A copy of the final approved memorandum is attached to these minutes.

George Moulder, lives on the corner of Gum Tree and Palmetto. Mr. Moulder has concerns due to the different lighting in the neighborhood. Mr. Moulder is requesting the board investigate the use of the neighborhood lighting and color.

Jay Conne suggested we (Palomar Hills Association) hire a project manager for the work being done in the townhomes. Brad Kerkhoff stated that we have a process in place for overseeing projects being done. Jay also asked if we had created a modification committee. Brad stated that would be established very soon.

Manager's Report:

Collections

PHCA currently holds liens on five (5) properties, with outstanding balances totaling \$3,606.

Maintenance

- Put new bows on wreaths.
- Put up holiday decorations at entrances.
- Made different items to be used for the Santa Drive-Thru
- Put concrete splash block under downspout between 2236 and 2240 Stone Garden Lane
- Met with American Leak Detection to find water leak on main line for clubhouse, pools, and irrigation.
- Met with plumber to show location of leak.

- Emptied trash in park area
- Replaced broken landscape light fixture at Man O' War entrance
- Temporary fix (silicone caulk) around Keystone above 2nd floor window at 3913 Rock Ledge Lane (townhomes)
- Removed leaves around pool area.
- Put out signs for winners of holiday decorating contest.

Miscellaneous

- Mailed letters to several homeowners.
- Met with account manager for landscape company regarding trimming and leaf removal for the townhomes.
- Mailed assessment letters to townhome unit owners.
- Mailed assessment letters to OBE owners.
- Talked with several townhome owners regarding the increase in monthly dues and special assessments for 2021.
- Attended townhome board meeting via Zoom on December 8th

At 8:44 pm, Robby Trimble made a motion to adjourn, Matt Shields seconded. It was unanimously approved.

Minutes submitted by Cindy Russell and Donna Potter