

Palomar Hills Community Association, Inc.
Board of Directors Meeting Minutes
Held via ZOOM video conference
February 15, 2021

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

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

Neighborhood Presidents:

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

David Dressman, Olde Bridge - Present
Lori Shelburne, Townhomes - Absent
Mike Schwab, Villas - Absent
Linda Smith, Woods - Present

Others in attendance: Cindy Bozan, Cindy Russell, Yvonne Thompson, Donna Dixon, Sara Janes, Kerry Nemecek, Becky French, and others logged in via Zoom.

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 January board meeting was cancelled so the December 21, 2020 minutes were reviewed. Matt Malone made a motion for the minutes to be approved, Matt Shields, seconded. They were unanimously approved.

Financial Report: Laurie Daugherty reviewed the financial spread sheet for the months of December 2020 and January 2021. Palomar Association income was down \$4,548.00, due to COVID-19 restrictions and the lack of clubhouse rentals. Due to bad debts, \$750.00 was written off. The water and sewer budgeted amount were over budget due to a \$8,000.00 break in the main water line. The Water and Sewer budgeted amount for the 2021 year is \$40,000.00. The children's December Santa activity of \$166.00 was taken out of the social budget. Under Capital Expense for the 2020 budget \$11,000.00 was not spent because the clubhouse parking lot was not paved. The parking lot will be paved in 2021. Olde Bridge expenses were \$1,880.00 over the budget but the money is available in their account. The Townhomes budget ended up with a \$8,737.00 profit. The Townhomes the Building 1 Roof was paid for in December 2020. Matt Shields made a motion to approve the December 2020 financial report, Donna Potter seconded. The financial report was unanimously approved.

The January budget year to date is still combining December and January because the books have not been cleared out. The January 2021 projected budget was reviewed. A deposit for the Reserve Study was submitted. Palomar's Money Market account is \$489,000.00. Matt Malone made a motion to approve the January financial report, Signe Dunn seconded. The financial report was unanimously approved.

Modification Requests:

4012 Palomar Boulevard – The board voted to ratify an email vote approving the homeowners request to add a sunroom addition on January 27, 2021.

Neighborhood Reports:

Crossings - Karin Iorio - Good

Glades - Don Hollis - Absent

Greens - Trisha Dang - Everything is good.

Meadows - Josh Fee - Absent

Olde Bridge - David Dressman stated that a fire truck was dispatched to Olde Bridge and stated that they need to install a clicker system so that emergency vehicles can get through the gates of Olde Bridge.

Woods - Linda Smith-Good

Townhomes - Please welcome Lori Shelburne as the new Townhomes President and Rebecca French as the new Secretary. Ravi Radhakrishnan will continue to serve as Treasurer of the Townhomes.

Recognition was given to Sara Janes and Donna Dixon for their hard work and dedication in serving on the Townhome board. Rebecca French reported that all is good, and we are in the process of being familiar with the role.

Villas - Mike Schwab - Absent

New Business: The Palomar Association switched to a new landscape company. There were five (5) different bids, and Landscape Workshop was awarded a 3-year contract. Donna Potter asked about the possibility of snow removal and Cindy Russell explained the different levels that the city of Lexington uses for snow removal. A company called APHIX does snow removal for the Townhomes at the cost of \$90.00/hour. A suggestion was made that we investigate the cost of having a company do snow removal for Palomar. Cindy Russell will check nearby neighborhoods to see if they use a snow removal company, the cost involved and if they would be interested in partnering with Palomar in employing a snow removal company.

Cindy Russell and Lester Davos reviewed bids to repair the leak for the family pool. Carolina Pool Liners will guarantee a 10-20 years of service warranty. Cindy Russell explained how the leak occurred and the problems that will occur if the leak is not repaired correctly and the importance of having a long-term warranty. Brad stated that there is a need to put money in the Capital Reserve for future repairs.

Capital Projects:

- 1) Clubhouse parking lot will be resurfaced sometime in late September/October.
- 2) Clubhouse windows will be replaced the end of June. Board members voted to have the window color to be clay on the interior and exterior. The window company requires a 50% deposit of \$11,000.00.
- 3) New streetlight globes will be installed sometime between March and April of this year.

Old Business: Discussion was continued regarding the approval budget policies for Capital Projects and General Budget funding. Matt Malone made a motion to approve the budget policies, Matt Shields seconded. The motion was unanimously approved. The final Reserve study report for the Townhomes is available and Cindy Russell will send out reports to the Board Members and Neighborhood Presidents. A survey of neighborhood light suggestions will be sent out to all Palomar residents. A draft report of the current accounting status is in the process of being finalized. The accountant that reviewed Palomar's documentation of accounting procedures was highly complementary of Mary Sue's work. The

accountant will be working with Mary Sue to close out the year-end report. Trisha Dang suggested that board packets be sent via email and not have the packets hand delivered to their residences.

January & February Manager's Report:

Collections

PHCA currently holds liens on four (4) properties, with outstanding balances totaling \$3,008. Once account was written off as bad debt and two accounts were turned over to our attorney for collection. One homeowner has agreed to make monthly payments.

Accounting

Mary Sue has completed and mailed employee W-2's and contractor 1099's. She has also filed the year-end payroll tax reports and reconciliations for federal, city, state, school, federal and state unemployment.

New Residents

There were 52 property transfers in Palomar Hills during 2020.

Late Fees

Late fee income for 2020 was \$3,902.

Maintenance

- Took down holiday decorations
- Replaced bulb in landscape lighting at Man O' War entrance
- Picked up trash along Man O' War between the Villas and Glades
- Emptied trash in park area
- Met with leak detection company to locate leak in main water line for clubhouse/pools
- Met with plumber regarding the leak location
- Replaced bulbs in street light at Gumtree/Palmetto
- Built new wood cover (door/hatch) over pool surge tank
- Talked with several companies regarding the leak in the surge tank in order to get bids for the repairs
- Cleared pond grate at townhome area
- Did touch up painting in the clubhouse
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Miscellaneous

- Mailed letters to several homeowners
- Met with landscape company
- Scheduled two (2) chimney inspections in the townhomes development
- Talked with snow removal company for the townhomes

- Several conversations with project manager for Harrisons Roofing
- Daily visits to Building #4 in the townhomes to check on progress of the project (new roofs, gutters, gutter guards, downspouts, soffits, siding)

At 7:44 pm, Donna Potter made a motion to adjourn, Signe Dunn seconded. It was unanimously approved.

Minutes submitted by Donna Potter