

## SUNFLOWER HOA BOARD MEETING MINUTES

May 9, 2017

### Attending:

Don Westerhaus, Board member  
Bev Malooley, Board member  
Cathy Larson, Board member  
Susan Wier, Board member  
Ryan Nichols, Board member  
Melinda Kelley, owner  
Carol Wise, owner  
Terry Fink, owner  
Tim Callahan, owner  
James Eiermann of Jamar  
Tonya Newlin of Jamar

The meeting was called to order at 7:28 p.m. by Don Westerhaus.

Susan Wier made a motion to approve the February 21, 2017 meeting minutes; it was seconded by Bev Malooley. Motion approved unanimously.

Presentation of Financials given by Tonya of Jamar (cumulative, as of April 30<sup>th</sup>):

- Checking account balance = \$8867.99
- Savings account balance = \$5000.00
- Total income to date = \$12702.00
- Total Expenses to date = \$8543.04
- Net income to date = \$4158.96
- A/R: one owner owes \$0.89. All other owners have paid. Second installment will be billed in June.
- Income taxes were slightly over budget this year by \$35
- Mulching came in slightly under budget by \$70.87
- Susan Wier made a motion to approve the financials, and Cathy Larson seconded. Approved unanimously.

Governing Documents (ad hoc CCR committee) Update:

- The Board discussed a procedure for going forward and preparing for the annual meeting.
- Each board member will look over the proposed documents from the CCR committee and suggest potential modifications. After the Board collaborates and comes up with a final document, it will be submitted to the attorney for review prior to submitting it to the owners.

- The Board will announce a meeting that would give owners the opportunity to discuss and ask questions regarding the proposal in preparation for the annual meeting. Yet to be determined is the timing of potential amendments or modifications to the proposal.
- Susan Wier asked Terry Fink to clarify the wording and intention of Part 3, proposal 5 (on p. 5 of the original proposal), "Guidelines for Modifying the Governing Documents": Once the meeting (to discuss a proposal, which would be held prior to the annual meeting) is held with the owners, do the suggestions then go back to the committee for discussion/changes, and how would that then affect the amendment process? Terry stated that this is an adaptation process where the proposal will be presented at the meeting and the committee can then relook at the proposal with input from owners and possibly revise. Changes will be sent to the owners at least 14 days prior to the annual meeting; further amendments or modifications to the proposal would not be permitted after that time.

#### Design Committee Update given by Tim Callahan:

- The Design Committee met this week.
- Their role is to respond to requests from homeowners and enforce CCR sections regarding homes maintenance.
- Proposed process: If they receive a complaint, they will review the complaint, take a vote, and follow up with a letter to the homeowner. If there is no response from the homeowner in 30 days, the Board can determine that the management company should arrange for the repair and send the owner the bill. Tim offered the Board a draft of a sample letter for dealing with mold on the siding of a unit. Ryan Nichols recommended adding the actual wording from the relevant sections of the CCRs to the bottom of each letter for easier reference. Cathy Larson moved to accept the proposed procedure and sample letter from the committee, as amended, and Ryan Nichols seconded the motion. The proposal was approved unanimously.
- Comcast box: Tim called Comcast and a new plastic box was installed.
- There are no new requests at this time.
- Ongoing issue: Light fixtures outside garages. The HOA still needs to come up with a list of designs to choose from, but results from the survey conducted last year prior to the annual meeting indicated that most owners feel that the lights must be selected in conjunction with neighbors who share a wall, rather than having two different designs with paired neighbors. Don Westerhaus asked the Design Committee to present to the Board a proposal regarding the selection of lights, including choices of options, where to buy them, and their cost. Don also asked that they include LED lights.
- Ongoing issue: Melinda Kelley asked about shutters and requested an update on the status of color choices. The Design Committee will approve shutters with a color that matches the color palette that currently exists in the community. Don has information regarding pricing and sources. Tim will photograph the color palette. All of this information should then be provided to the owners by the Design Committee.

#### Lawn Care:

- McClaren Lawn Care is the new company this year.

- There have been concerns regarding quality and attention to detail. James spoke with McClaren and they said they would make corrections.
- Rain has been an issue, as they must work around the weather.
- It was suggested that using a smaller push mower in some areas and devoting more people to might help.
- Jamar will put together a specific list of items that need to be addressed and go over them with McClaren, giving them one more chance to keep the contract.
- Jamar will check to see if other local options, such as Wells Lawn Care, are still available.
- Mulching is not finished for a few homes, and we have still not paid 1/3 of the bill.
- The April lawn mowing bill was for 4 times, but it is unclear if all four were completed jobs. Jamar will hold off on paying this bill and check with McClaren.

#### Other Maintenance Items:

- Carol Wise provided an overview of drainage problems. Ryan Nichols is heading this committee, and he is in the process of gathering information and will have an engineer come out and look at the property. Jamar sent an email to owners requesting that they contact Ryan regarding the drainage issues. Carol and Ryan scheduled a meeting for the following Saturday to discuss central issues.
- Powerwashing: Cathy Larson informed us that Jason Quick is doing the powerwashing this year and has agreed to give the organizer next year a free clean. Jason recommended doing powerwashing every other year. Jamar has volunteered to collect the money for this project in the future.

HOA Annual Picnic: To be held on September 23, 2017. RSVP to Bev Malooley and/or Cathy Larson.

Newsletter: Items for the newsletter could include the following – picnic, Drainage Committee, lights, power washing, and website reminder/password.

Tree Ranger Update, given by Carol Wise: Lee Huss with the City is coming out in June and can trim the trees for the whole neighborhood. Owners may trim the trees themselves, but must dispose of the limbs. If the City does the trimming, they will dispose of the limbs. Carol volunteered to help if there are any questions. This could also be put in the newsletter.

Jamar will call Summit Elementary School regarding the annual meeting and see when we can schedule in October. They will also start drafting a budget for next year.

Next Board Meeting: Tuesday, July 18, 2017 at 7:30 p.m. at the home of Don Westerhaus.

Cathy Larson moved to adjourn the meeting; the motion was seconded by Bev Malooley. The motion was unanimously approved.

The meeting was adjourned at 8:37 p.m.

Note: prior to the start of this meeting, Don Westerhaus called the Board to meet in a brief executive session to discuss in general terms their responses to the Governing Documents/CCRs committee's report and proposals. Each member was encouraged to offer feedback so as to provide a response well in advance of the annual meeting, while also allowing time for the attorney to examine the document(s).