

# Adair HOA Board of Directors

Sept 20, 2022

## Attending:

- Lou
- Dan
- Sandra
- Chris
- Brian

### A. Lou's Opening Comments

- a. This is likely the last meeting before the Annual Meeting.
- b. Sandra said that there might be more information gathered re: Landscape budget, which could require another meeting before the Annual Meeting.

### B. Review Special Assessment Project Status

- a. The status of the 2022 Special Assessment Projects was reviewed. The Community Assessment package is complete, while the Mansion-specific projects are nearing completion.
- b. Original budget for Community projects was \$30,000. It was reported that the Board was able to maintain the budget, with an actual spend of \$29,993.50. The guest suite and concierge apartment updates went well. There was a decision to forego the installation of a split HVAC unit in the Guest Suite because of higher cost (above budget) and questions about the need. It was discovered during renovations that the existing HVAC supply servicing the Guest Suite were intentionally blocked, thus dampening the airflow from the current HVAC unit which serves the downstairs of the Mansion. The budgeted funds for were reallocated to replace appliances in the Concierge Apartment.
- c. Original budget for the Mansion-specific projects was revised upward to \$9,700, after receiving higher than expected quotes to repair the broken brick arch at back stairs. The only remaining projects to be completed are adding gutters to the east face of the Mansion at Silverman's deck, and completing the painting of the rear stairs.
- d. No questions.

### C. Review HOA Financials thru 31-Aug-2022

- a. Checking acct balance was \$20,438.xx. Current savings acct balance \$31,529.xx.
- b. Haven't done a full analysis on the larger budget categories, e.g. Landscaping. Payments have been inconsistent – i.e. September has not yet been paid.
- c. Lou had a question: Fire Suppression is yellow-tagged, needs to be inspected. Cost is about \$1,800+. Cost would be spread across mansion residents plus HOA 15.7%. Should we do it this year vs next year? Brian said we have reserves, and a failure means liability.
  - i. MOTION: Marshburn / Casey – To perform the work and allocate to Mansion residents plus HOA %. Add it to the Mansion Special Assessment notice.

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1. Discussion: Brian mentioned that if we believe the Mansion assessment is getting too large, Brian can amortize this sprinkler add-on across next year's regular monthly fees.
  2. APPROVED
- D. Discussion: Ailing tree @ back driveway property area
- a. Brian said there's an ailing tree along back driveway. It's leaning towards the parking arbor where Mitchell's park. If it falls, it will be an insurance claim.
  - b. Sandra said that Butte thinks it's not a threat, just growing towards the sun. But they're going to provide a quote to remove the tree. Brian said Butte certainly won't pay for the deductible or repairs.
  - c. Dan asked when we'll get their numbers. Sandra said that they're proposing several items. Libby is working on the various tree issues in the community.
  - d. Dan said we can notify the Adair residents that we're receiving proposals for various Landscape projects. These will be presented at the Annual Meeting for the members to review and approve as part of the budget.
  - e. Lou asked if the tree is tagged. Brian said it's Number 9. That means there's a "process" for removing these trees. Sandra said Butte would handle the process. Dan pointed out that they have their own arborist.
  - f. Sandra said there's a pine tree in the front property (front of Enku's) that's split at the top; was hit by lightning a while back. Dan said there's another large limb in front of their unit, facing the Hall's.
  - g. ACTION ITEM: Receive quote from Butte for cutting down the tree (Number 9).
- E. Set Nominating Committee for 2023 Board
- a. Alida Silverman and Lainie Stoltz have agreed to serve on the 2023 Nominating Committee. Chris Casey will represent the current Board on the Committee, per the Bylaws.
  - b. Having previously served on the Nominating Committee, Alida says that the process will be to select at least five (5) community members interested in serving on the 2023 Board. This slate of nominations will be circulated fourteen (14) days prior to the Annual Meeting, at which time there will be a vote. Once elected, the new Board will meet with a short number of days (less than 10) to assign various Board roles and responsibilities.
  - c. MOTION: Marshburn / Mendel – to form the NC with Alida, Lainie, and Chris.
    - i. Discussion: Brian asked who was on last year's NC? It was Lou, Alida and Melinda. Should we have two Board members on the NC? Casey will let Alida and Lainie know that there are others who are willing to be on the NC as well.
    - ii. APPROVED
- F. Set Date for Annual Unit Owners' Meeting
- a. Last year's Annual Meeting was in January, based on lead times required.
  - b. Lou's goal is to have the meeting before January.

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- c. MOTION: (Casey/Mendel) Set date for 2022 Annual Meeting as Sat Nov 19 @ 4:00 PM, Mansion Lobby
  - i. APPROVED
- d. Casey will send out notice, and post on the website.
- e. Agenda:
  - i. Election of 2023 Board
  - ii. 2023 Operating Budget
  - iii. Standing Committee Reports
  - iv. Other Business?
- G. Discussion: 2023 Budget
  - a. Landscape Budget
    - i. Was originally \$39K, but now it's showing \$32K. So many things that come under the Landscape Budget, and it's unclear how much is left in the 2022 budget. Brian said the total LC budget is \$44,450 (+/-). \$32,550 is the contract (RuHO). There's an approximate outstanding balance of \$11K. But still need to make the \$2,700 monthly payments; that's about \$10,800. So, basically the LC budget is done for 2022.
    - ii. Just received a quote/bill for aeration, but contract says it's included. RuHO has agreed to include it in this year's contract.
    - iii. Potential Special Projects
      - 1. Small Courtyard
      - 2. Various Tree repairs/removal
    - iv. Question: Do we need another landscape company quote?
      - 1. Brian says yes. Not sure RuHO is giving us the hours that they're supposed to be doing. RuHO doesn't produce time sheets. Sandra said that RuHO has been giving us the number of days/hours per their contract (3 people, 4 hours).
      - 2. Sandra says they do a good job, but that perhaps we should get another quote. Sandra asks who to call? Dan asked who does Lullwater Estates? Melinda and/or Nan might know.
      - 3. Casey asked if we have a set of defined expectations? Lou says the current contract is well-defined, but we don't do a good enough job managing them. Sandra said she plans to start meeting with Julian @ RuHO each week to stay on top of what they're doing and what Adair needs.
      - 4. Casey recommended that we negotiate with RuHO for 2023, but with firmer expectations and more oversight. Finding and training a new company is disruptive and likely more expensive.
      - 5. ACTION ITEM: Sandra will set up a meeting with Julian ASAP and will let everyone know. Wants to have at least one more Board member in that meeting.
  - b. Owner Annual Fees – Adjust for Inflation

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- i. Question: How long have current fees been at this level? Brian says fees have not gone up since at least 2018.
    - ii. Brian said we need to look at efficiencies. How much we water is a big issue. Recommends watering with necessary, monitor plants.
    - iii. We can immediately dial back the sprinklers (again).
    - iv. ACTION ITEM: Table this discussion for now.
  - c. Adair Reserves
    - i. Lou wants \$30K in reserves, as a minimum. But, if we're going to start spending on trees, we'll be dipping to reserves.
      - 1. Still need:
        - a. Butte Trees (awaiting quotes)
        - b. HOA portion of Mansion Fire System inspection (15.7% of roughly \$1,800)
        - c. Fall pine straw (\$750)
        - d. Small Courtyard – unknown solution or cost
        - e. Hard mulch (1x/year, appx \$6,500)
      - 2. Question: Is the \$44,450 enough to cover Adair's Landscape requirements, considering the Special Projects?
      - 3. ACTION ITEM: Lou, Brian, Sandra and Chris are appointed as the Budget Committee. Brian will prepare a budget template ASAP.
  - d. Preparation of 2023 Annual Budget
    - i. ACTION ITEM: Lou, Brian, Sandra and Chris are appointed as the Budget Committee. Brian will prepare a budget template ASAP.
    - ii. Brian said we need to focus on the cost side, water, insurance, landscape contract.
- H. Other Business
  - a. New Concierge Introduction – Annika Thesing. Casey will send out a formal introduction to the community ASAP.

Meeting Adjourned.