

Comstock Place HOA Board Meeting Minutes January 7, 2025

Purpose: Our dual mission as a board is to maintain or increase the value of the property, while enhancing the owners' current enjoyment and peace of mind.

1. Roll call and quorum:

Present: Bill, Jo Ann, Carol, Chuck, Jim (Remote)

Members:

2. Approve Minutes and Agenda - Approved

3. (S)elect officers

President – Bill S.

Vice President – Chuck S.

Treasurer – Jo Ann M.

Secretary – Jim L.

Need a Resolution to identify who will be on the bank accounts. That will be Bill and Jo
Bill will draft Resolutions for the banks (WT and Umpqua)

4. Financial Report:

Current balances and upcoming expenses – Bill

Review 2025 M&O budget and develop action items

- Dalich situation > M&R Committee
- Lawn care (bids or DIY?) > Landscape Committee
- Clean up spending > Landscape Committee
- Paint contractor > M&R Committee

Home Inspection for insurance quote – Carol to get quotes and contact other HOA

5. Committee structure and assignments:

Each Committee must include a Board member in order to cover the other members under the HOA liability insurance. Payments to service providers and utilities are limited to the adopted budget unless the Board approves otherwise. Progress payments for major repairs and improvements should be approved as provided by the Bylaws.

Following are the initial board member assignments for the committees. They will be looking for other owners/members to serve with them on each committee.

Jo and Carol - **Social Activities:** Manage social activities for residents and neighbors.

Swim Pool: Seek proposals for pool and equipment maintenance, including start up and close down dates for a 14 week season and placement of cover. Respond to questions and concerns about pool use, water quality and similar issues. Monitor the contractor's work and review invoices for payment.

It was decided to combine these two committees.

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Chuck - **Grounds:** Seek proposals from mowing, debris removal and snow plowing contractors and recommend to Board and recommend scope of work for annual tree pruning. Monitor contractor's work and review invoices for payment.

Jim – **Maintenance by Owners:** Do routine inspections of exteriors of homes and garages for compliance with Community Rules. Notify home owners of maintenance required and refer to Board for action as per the Community Rules.

Jim - **Major Repairs and Improvements:** Seek proposals for sewer relining, siding repairs and painting, and other work needed for HOA-owned (exterior) elements, and recommend to Board. Monitor work by contractors and review invoices for payment.

The two committees above can be combined as the “**Maintenance and Repair (M&R) Committee**”

Bill (Jim) – **Irrigation:** Recommend watering schedule for various zones. Recommend reconfigurations of zones (by contractor) for better coverage. Make minor adjustments to spray heads for coverage and to avoid spray on siding and fences. Operate emergency manual shutoffs when needed to prevent damage to home interiors. Appoint one person as liaison to contractor.

7. Discussion of reserve study strategy and priorities:

- A. Sewers to be done this year. \$42,000
Paving and Bower's garage repair deferred to prioritize exterior work
- B. Exterior Maintenance – Siding & Painting \$20,000 budgeted for 2025
(plus \$4000 from M&O budget)
- C. Sprinkler repairs and upgrades (if needed, we can use the \$1310 set aside for Misc.)
- D. Review and update Remaining Useful Life (RUL) of components

Discuss revenue options (Assessment vs. internal loans) - Deferred

Discuss minimum threshold options (\$30k or \$70k or \$50k) – Shoot for a \$50k threshold after this year. 2025 yearend balance estimated as \$44,400.

8. Discuss possible use of the HOA website and toolkit. Jo to do more research. Chuck to check on availability of the website used by his former HOA.

Action Items:

Landscaping Committee (Green space, driveways and street frontages):

- Get bids or consider options for lawn mowing
- Determine need and plan/budget for spring clean-up

Irrigation Committee:

- Plan/schedule start-up of sprinkler system
- Check all heads for function and direction

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M&R Committee:

- Publish the current paint specifications for anyone wishing to do painting themselves or to hire their own contractor
- Research other paint options to assure long term availability and optimum performance (life)
- Arrange for the sewer relines to be done this year and check with Treasurer on cash flow requirements for timing
- Get additional bids for painting to be done this year (and ongoing)
- Assure that the remaining balconies are completed in a timely manner this year
- Get budget quotes for roofing
- Notify Dalich of needed work; roof, gutters, clean-up, etc.

Pool Committee:

- Determine the scope and frequency of pool service and get bids

Bill – Draft Board Resolution(s) for banks to authorize him and Jo Ann as signers

Chuck - Check on availability of the website used by his former HOA.

Jo - Do more research on HOA software/website

Bill/Jo/Jim – Notify owners of likely need for assessment or loan package for paving in 2030 or ?

Jim – Send out adopted reserve study - Done

Bill – Send out updated 2025 M&O budget – Done

Bill – Distribute Community Rules

Future Agenda Items:

- Consider using HOA software/website
- Consider reallocating the money (\$6717) not spent last year
(\$6000 to painting and \$717 to Misc. as one possibility?)
- Consider combining the “Grounds” and “Irrigation” Committees