

**Solana Community Association  
Solana Courtyards Homeowners Association  
Solana Estate Lots Homeowners Association  
Minutes of the 03/22/22 Combined Board Meeting  
Online via the Zoom App**

**Call to Order**

The meeting was called to order at 10:02 AM.

**Roll Call**

Board members present included:

Solana Community Association Board:

Ross Richards (by proxy)  
Joe Pancoast  
Sherry Hansen  
Daryl Ness  
Bruce Emery

Solana Courtyards HOA Board:

Ross Richards (by proxy)  
Mark Kady  
Sherry Hansen  
Bruce Emery  
Bruce Fryxell

Solana Estate Lots HOA Board:

Mark Pekar  
Joe Pancoast  
Lizbeth Harper  
Bruce Emery  
Anne-Marie Moreault

There being all members present from each Association Board, a quorum was present for the conduct of business.

**Proof of Notice of Meeting**

The Secretary noted that adequate notice was issued for the meeting on March 15, 2022 and the notice with a list of recipients would be kept with the records of the Associations.

**Adoption of Minutes**

The Boards considered the draft Minutes of the February 15, 2022 meeting of the combined Boards of Directors, as edited March 17, 2022. After discussion, it was moved and seconded to approve edited minutes as submitted, which passed unanimously.

## **Officers' and Committees' Reports**

Joe Pancoast reported there remained three membership accounts delinquent for first quarter assessments. He also noted the work done by the Clubhouse Committee to the interior was exceptional and recognized their efforts.

Ann Marie Moreault indicated that the new pool furniture had been delivered and is ready for use upon opening of the pool area. It is currently stored in the office room behind the reception desk at the Clubhouse. She indicated the Committee will be obtaining furniture sliders to make moving the heavy tables easier. At present, all tables have been repaired and recovered. Liz Harper noted the extra work that Anne-Marie and Jerry have put into the Clubhouse.

Bruce Fryxell noted that the last remaining "glitches" concerning FerrellGas' billing for Clubhouse gas usage have been resolved.

## **Unfinished Business**

No Unfinished business for discussion.

## **New Business**

*Election of Officers.* The Boards considered the election of officers. It was noted that, in past years, currently serving Board members were usually given the option to continue with their current assignments. Following discussion, it was moved and seconded to approve the slate of officers for the Community Association Board as follows:

- Ross Richards, President
- Sherry Hansen, Vice President
- Joe Pancoast, Treasurer
- Bruce Emery, Secretary
- Daryl Ness, At Large

The motion passed unanimously. Following further discussion, it was moved and seconded to approve the slate of officers for the Courtyards HOA Board as follows:

- Ross Richards, President
- Mark Kady, Vice President
- Bruce Fryxell, Treasurer
- Bruce Emery, Secretary
- Sherry Hansen, At large

The motion passed unanimously. Following further discussion, it was moved and seconded to approve the slate of officers for the Estate Lots HOA Board as follows:

- Anne-Marie Moreault, President
- Mark Pekar, Vice President
- Joe Pancoast, Treasurer
- Bruce Emery, Secretary

- Lizbeth Harper, At Large

The motion passed unanimously.

*Appointment of Audit Committee.* The Boards considered the appointment of the 2022 Audit Committee. Joe Pancoast noted the information needed for the audit would not be available until mid-January, 2023. He noted that with the information being migrated to AppFolio, the ability to obtain detailed financial information will be conveniently available by that time. Following discussion, it was moved and seconded that the Board would take up the matter and appoint the Committee in December of 2022.

*Online v. In-Person Meetings.* The Boards considered reconvening in-person association meetings at the Clubhouse. However, it was noted that one benefit of online meetings was that owners who lived out of the area were able to participate. Alternatives were discussed to create combination meetings with in-person and online access. Specifically, Mark Kady noted we could use his phone as a modem and, along with a laptop, be able to include online access. Mark and Joe offered to test the system to see if access, including adequate volume, for those attending remotely would work. The two will report to the Board at a future meeting.

### **Non-Agenda Discussion Items**

The Estate Lots Board considered a request from the owners of Lot 13 to have two of the street trees immediately adjacent to their property removed due to view obstruction and observed root damage to the sidewalk. Joe Pancoast expressed that he thought all street trees along upper Solana Parkway (north of Lot 4) should be removed due to poor health and inability to water and properly maintain. After discussion, it was moved and seconded to approve the removal of the initial two trees adjacent to Lot 13, which passed unanimously. It was then consented that a bid would be obtained for the removal of the remaining street trees along that portion of Solana Parkway lying north of Lot 4.

Sherry Hansen raised the question of who will replaced Bruce Fryxell for doing the pool maintenance duties. Bruce noted a replacement would be needed in a month to six weeks. It was suggested that three or more persons be sought to allow for vacation and other scheduling needs. Daryl Ness indicated he might be interested in providing the service part time. Anne-Marie suggested Jerry Van Pelt might also be interested in assisting part time. The Committee will continue to work on this issue.

Sherry Hansen asked for an update on whether the damage to the sidewalk and irrigation system would be repaired by the company of the service vehicle that caused the damage during the winter snow event. The Secretary noted he had contacted Rainbow Sweepers to have them adjust their bid to include the repair of the sidewalk damage.

Joe Pancoast indicated there are six trees next to a home in Redbud Court that need to be removed due to lean risk. He suggested the bid could also include the removal of the upper Solana Parkway street trees (north of Lot 4) mentioned earlier. He indicated some of the roof drains at the Clubhouse were not draining properly and required inspection from a service provider. He also noted that the Clubhouse windows

required cleaning. He will obtain bids for these items for future discussion on how to pay for them.

Daryl Ness discussed "Map Your Neighborhood," a program for disaster preparedness. He indicated the program involves a one-hour training session that could be made available to the membership. He explained one component of the program included the sharing of contact information for association members so that residents could be contacted if needed. One concern expressed was over the legalities of making contact information available to all owners. The Secretary agreed to research what, if any, limitations exist.

### **Adjournment**

The meeting was adjourned at 11:40 AM.

Respectfully Submitted,



Bruce Emery, Solana Secretary