

**Solana Community Association
Solana Courtyards Homeowners Association
Solana Estate Lots Homeowners Association
Minutes of the 07/06/22 Combined Board Meeting
Online via the Zoom App**

Call to Order

The meeting was called to order at 10:08 AM.

Roll Call

Board members present included:

Solana Community Association Board:

Ross Richards
Joe Pancoast
Sherry Hansen
Bruce Emery

Solana Courtyards HOA Board:

Ross Richards
Sherry Hansen
Bruce Emery
Bruce Fryxell

Solana Estate Lots HOA Board:

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

There being at least three 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 June 29, 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 March 22, 2022 meeting of the combined Boards of Directors, and the draft Minutes of the June 21, 2022 meeting of the Estate Lots Board of Directors. After discussion, it was moved and seconded to approve both minutes as submitted, which passed unanimously.

Officers' and Committees' Reports

Joe Pancoast reported there remained one membership account delinquent for second quarter assessments. He indicated the party would be contacted by registered mail to attempt to resolve the delinquency, or he recommended moving ahead with filing a notice of lien.

It was reported that Les Zaviski managed the irrigation system problems in Mark Kady's absence. Thank you Les and the other committee members for the fine work.

Unfinished Business

No Unfinished business for discussion.

New Business

The Boards considered a draft Assessment Policy provided by Joe Pancoast, Community Treasurer. Joe explained the problems being created by late and delinquent dues payments. In addition to not having adequate funds when needed, the added time and effort required to track down and obtain the delinquent revenue is causing the accounting provider to increase his rates to compensate for his time spent. The Policy details the timelines required for on-time submittal of dues and incorporates the policies contained in the CC&Rs for assigning penalty interests and fees to delinquent accounts. It also provides alternatives for making the payments on time. Bruce Emery suggested a few changes for consistency with the language found in the CC&Rs and to address severability, construction, and the effective date of the policy.

Joe also provided a summary of a draft email message for sending to the membership informing them of the policy and what they need to do to avoid late charges. After discussion, it was moved and seconded to adopt the Policy as amended and to send the draft email as presented. The motion passed unanimously.

As part of the discussion, it was noted that there was a need for some kind of standard letter or "welcome packet" to be provided to first-time owners within Solana, to clear up any confusion and keep them informed of their responsibilities concerning paying assessments and other "need-to-know" items. The letter or packet could be sent by Doug whenever he receives notice of a new lot purchase. Anne-Marie agreed to work on a draft letter and packet. Sherry Hansen agreed to help with the effort.

The Boards considered the maintenance of the pool. It was noted that Christine Lewis and Carrie Crawford were now established as employees and have replaced Bruce Fryxell on providing the maintenance services. The recent problems with the pool cover not tracking properly was noted, and the pool would need to remain closed until the problem could be repaired—which should be the responsibility of the installer.

The Boards considered a uniform complaint process for dealing with complaints. Bruce Emery detailed the issues that arose in the processing of a series of complaints received in the Estate Lots. It was noted that a Complaint Committee could be the first point of contact for such issues. The goal would be to try and get the neighbors to work out their issues without escalation. Some concern was expressed that yet another

committee might complicate matters. But after discussion, it was agreed that Anne-Marie would forward an email containing her draft outline of how a complaint committee could be formed, for review and discussion by the Board Members.

Non-Agenda Discussion Items

The Secretary reported that he was in contact with Felipe Najera on June 28th, and that He (Felipe) thought he would be able to get to the vacant lot maintenance tasks in the Estate Lots this week, which has not yet occurred. It was noted that weeding throughout Solana had been lacking this year—primarily due to an exceptional growing season with high rain levels. Ross indicated he had spoken with Felipe about the weeding and also spray-washing the flatwork around the Clubhouse.

The question of establishing a common time and day to hold meetings (e.g. once a month) was discussed. Joe Pancoast noted that Thursday's at 9:30 AM seemed to provide the broadest availability for Directors to attend.

Adjournment

The meeting was adjourned at 11:59 AM.

Respectfully Submitted,



Bruce Emery, Solana Secretary