

**Canyonwoods HOA Leadership Meeting**  
3/3/2020 | 6:30-7:30 p.m. | 1677 Canyonwoods Drive

**In attendance:**

Carma Pain (president)	Kristy Barlow (board member)
Dale Willis (vice president)	Julie Trickett (board member)
Kara McDonald Harmon (treasurer)	
Teresa Martinez (secretary)	

**I. Welcome**

- a. Board introduced themselves and Kara shared a little about herself and her background with previous boards

**II. Frequency of Meetings**

- a. Meet quarterly, month before general HOA meeting, for executive meeting to discuss issues from the HOA and any concerns from leadership, especially if/when big decisions are made
  - i. Dale motioned to meet and Kara seconded the motion; everyone agreed to meet
- b. Utah Management, or management company (“company” will be used throughout minutes), will not be included in the meetings unless requested in advance
- c. Carma will send out the dates and have the committee approve the dates or adjust to their schedules

**III. Financials**

- a. Carma went back about six months on financials and put together items to discuss without the management company
- b. There was some concern about the financials by some owners and if the company was being monitored with their spending
  - i. There are two accounts: American First Credit Union and Chase
    1. Chase is operational and American First is not available to the company
  - ii. The company was hired to help with the small payments and collecting the HOA dues and any other additional money where appropriate
    1. Need to verify if company is bonded because there are concerns about the access the company has
  - iii. Monthly HOA dues go to Chase, they are processed and then transferred over to America First
  - iv. Questions regarding the company, spending or financials should be addressed to the board to understand the relationship between the HOA and the management company
  - v. All transactions and approved expenses are monitored by the former treasurer and now president, Carma Pain. This responsibility is passed to Kara and will be monitored by Carma periodically.
  - vi. Kara and Carma are signers on both accounts – Kara will follow up with America First to finalize that step
- c. Should we have an audit?

- i. The HOA is too small for a big audit, but Kara has volunteered to perform a mini audit of the HOA
- ii. There needs to be a timeline
- iii. The board has tracked payments in the past
- iv. The board supports an audit with a unanimous vote
  - 1. Audit should start in January of 2018 until current
  - 2. Kara will pull transactions from the bank and company will email additional paperwork

#### **IV. Owner Notifications**

- a. Homeowners do not attend meetings, which has been frustrating for the board
- b. Leadership board was able to meet and vote on issues and provide documentation
- c. The board met regularly via email and quarterly physically
- d. Minutes are important to continue and reflect the meetings
- e. Company should meet with Dale to report back with any issues in their walk around the HOA
- f. Owner participation has been an ongoing issue with voting and meetings
- g. Teresa can potentially create a quarterly newsletter to send to homeowners. The board vote was a unanimous yes.
  - i. Paper copy to mail
  - ii. Include in statement online
  - iii. Include on website
- h. Ensure new homeowners receive welcome packet
  - i. HOA members can decide what goes into the welcome packet
  - ii. This discussion item will be on the next meeting
- i. Educate homeowners of website, complaints, fees, updates, upcoming projects, etc.

#### **V. Landscaping**

- a. Kara was requesting to look at other bids and received a card for a company she wants to look into
  - i. She will share with Carma soon
- b. The current company, Old School, has not been a preferred company by some owners, but they are more affordable than other companies
  - i. A year's worth of service was \$12,150 and this next year is \$13,350
    - 1. This includes landscaping, not snow
    - 2. Snow is \$175 per push
- c. Every invoice for Old School was a total \$24,556, which was higher than the initial bid due to extra services -landscaping, extra weeding, small items \$(60 per hour to fix things)
  - i. Original bid was misleading because it does not list everything the HOA wants done
  - ii. Their bid was higher than expected
  - iii. Old School has caused damage to the property and has not fixed some of the damage
    - 1. They may need to provide financial pay for the damages
- d. Carma has a company who manages her outside companies and has a bid from them for the HOA
- e. Carma is suggesting to consider the company she uses

- i. 30 mowings, trash pickup around the HOA, weeding (done every other week), edging, spring cleanup, core aeration, irrigation management, fertilization, pruning of all shrubbery, fall clean up, winterization of sprinkling system and leaf removal
- ii. They will provide mulch and beautifying flower beds for an extra cost
- iii. Bid is done by the season and broken into 9 payments
- iv. Company has offered to walk the premises, to every door of homeowners to listen to concerns and learn about who maintains their beds (they have a marking system to identify who wants to maintain their own)
- v. Sprinkler repair is \$45 an hour
- vi. The bid is \$22,500 at \$2,500 in 9 payments (less than Old School)
- vii. Extras can be added for additional costs
- viii. First walk around gave a bid, which included phase 2 trees that have caused some issues on the southeast corner by the river.
  - 1. The company can grind the roots, trim and involved an arborist to create a plan to allow for regrowth and minimize ongoing damage
  - 2. \$3,500 is the bid for the whole back area near the river
  - 3. A special grass will be used to help the grass grow back in the shaded area
- ix. Watering will be monitored by the HOA and lock boxes will be purchased to control who has access
  - 1. Company bid has a monitoring system that alerts them if there are any issues that need to be addressed right away
  - 2. Carma will ask Joel to get locks for the sprinkler boxes
- x. The company is willing to meet the board to introduce who they are
- xi. The new landscaping company would allow homeowners to request extra services outside of the HOA contract for at the expense of the homeowner
- f. Carma gave the board the bid of the company to review and provide feedback
- g. New company name: Elevated Property Maintenance
  - i. All members vote to look into and contract with the new company

## VI. Repairs

- a. Carma will reach out to Joel to meet with Dale to walk the property
- b. Carma 2020 budget is \$6,000 annual amount for monthly repairs
  - i. If we continue to put \$2,200 in the reserve to increase capital improvements, this keeps us on a tight budget
  - ii. If we choose to spend some of the reserve, that is okay, but we need to be aware of what is on the repair list
- c. Carma will request that Joel will upload the Reserve Analysis on the website
- d. Fence has had some updates, but needs more repairs.
- e. Decks are in urgent, safety need
- f. Priority will have to come first with health and safety, then move to what will cause more damage if it is prolonged
  - i. Include the entrance sign, remaining gutters, dish removals, crack seal, and painting as projects to prioritize
- g. Do we want to dip into reserve or raise dues to build reserve to tackle more projects?
  - i. Must identify the critical projects and learn the cost
  - ii. Get a reserve analysis report and run some numbers again to determine the cost

- iii. Carma will send Kara the reserve to help with an assessment
- h. Carma asks the board to email thoughts about priority of repairs – send independently

VII. **Meeting Votes**

- a. **Quarterly Executive Meetings**
  - i. Board unanimously passes vote to meet quarterly outside of regularly scheduled HOA general meetings
- b. **HOA Audit**
  - i. Board unanimously passes vote to support Kara to conduct a mini audit of the HOA starting from January 2018 to current
  - ii. Findings are asked to be reported to the board by the next meeting, but may take more time
- c. **Obtain New Landscaping Bid**
  - i. Board unanimously passes vote to move forward with Elevated Property Maintenance and discontinue contract with Old School

VIII. **Action Items**

- a. Carma will send out quarterly executive meeting dates to make sure all board members can attend
- b. Kara will follow up with America First to become a signer on the HOA account
- c. Teresa will create a quarterly newsletter to get printed and mailed to all owners
  - i. Company will include in monthly statements and on the website, as well
- d. HOA general meeting will include a discussion item on welcome packet for new owners
- e. Carma will ask Joel to purchase locks for the sprinkler boxes
- f. Carma will reach out to Joel to meet with Dale to walk the property for repairs
- g. Carma will request that Joel will upload the Reserve Analysis on the website
- h. Carma will send Kara the reserve to help with an assessment
- i. The board will independently send their list of priority projects to Carma to determine where spending will go and what the HOA needs in order to tackle those projects this upcoming year