

Canyon Woods HOA Quarterly Meeting

1/12/2021 | Zoom | 6-7pm

Agenda & Minutes

In attendance:

Carma Pain (president)
Dale Willis (vice president)
Kara McDonald-Harmon (treasurer)
Teresa Martinez (secretary)
Kathy Stauffer (at-large member)
Jolene Lytle (at-large member)
Craig Christian (at-large member)
Joel Prince (Utah Management)

Financial Updates:

2020 Recap

- \$17,400 roof repair to 29 units (causing deficit and money was brought from reserve to capital to pay)
- Some trees that were cut down were due to the wind storm and beavers – numbers are not included in the 4th quarter financial report
 - This needs to be reported in the 2020 financials and not in 2021
- Common area issues (water repair)
- Utility bills – Dale helped align the accounts
- Kara: We weren't off on our budget by a lot
- 2020 books have not been closed by Utah Management
- Joel will send the numbers to Kara to accrue the tree expense and report as a liability in January
- There are currently 4 units behind in their dues (3 are one month behind and 1 is 2 months behind with a late fee = \$844.98)
 - Joel reported that the HOA payments are due at the first of the month, so this may not be accurate until the payments come through
- Joel did not close water account in November – HOA is paying the base rate for 2 months
 - One in phase 1 and one in phase 2
 - One meter can be turned off in phase 1
 - Joel will follow up on turning off the water and report when it is done
- Balance sheet: As of 12/31 – a little over \$167,000

2021 Budget (based on historical data)

- Not available, yet
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Project Updates & Planning:

Phase 1 East End Dumpster Repair

- December 22 – This is complete and Dale will review the work to confirm

Phase 2 Unit Repairs

- Utah Management has verified that the hardie board holes have been filled in Phase 2 units – Dale will confirm the work

Phase 1 at 1670 Outside Lights

- Homeowner wanted the lights replaced by his door
- This has not been completed and will be completed as soon as the ground is not frozen

Beavers & Tree Damage

- Trees have been removed and wrapped to prevent beavers from doing more damage
 - Joel reported that beavers have not been captured
 - Dale shared that they are active and suggested to wrap more chicken wire around trees rather than relocating the beavers
- The board will double-check the trees and make sure they need to be wrapped
 - Phase 2 needs to be reviewed, too

Radon System Request

- Carma responded to the homeowner with 3 votes to support the radon system installed inside the unit in phase 2

Pest Control

- Carma asked Joel when the first pest control date is
 - Occurs about the month of April and depends on how many times the HOA wants them to
 - HOA agreed to have them visit 4 times a year
 - Carma asked Joel to schedule the visits
 - Dale would like to make sure the company sprays the units well and not just along the base of the units
 - Carma suggested anyone on the board to explore bids in the case they would like to pursue other companies to spray

Pet Fees

- There have been very few fees captured
- Should there be more monitoring? Do we want to enforce the fees?
- There is a 2 pet limit at \$10 each, but owners are not self-reporting
 - Add to newsletter: Please self-report – pets are \$10/household and need to be reported
- This is a revenue generator that helps with the upkeep of any pet damage to common areas in the HOA
- Joel can mark a map of the units that have pets who are paying, then the board can help report other units who have pets
- New rules and regulations (CC&Rs and By-laws) will be created
 - There is not a legal fee schedule for pet violations
 - Warnings can be issued, however

Reinvestment Fee

- Joel suggests adding 0.5% of sales price when a unit sells to suggest to CC&Rs and by-laws to help with revenue

Increase Dues (Tabled to next executive meeting)

- Phase 1 due increase for phase 1 water
- Phase 2 due increase needs to be equitable

Update CC&Rs and By-laws

- Board members need to review these documents, make suggestions and bring edits to the next meeting

Next Executive Board Meeting

- Board needs to send information to Kara to help get the agenda ready for the meeting
- Members/homeowners of the HOA need 30 days to be notified
- **The executive board agreed to meet on February 16**
- Joel will not attend, but will send out communication to the HOA regarding any updates
- Kara votes for a 2-hour meeting (one hour for decks and the other hour for capital improvements and projects)
- Dale is requesting an overview of the expenses and accounts for the HOA
- Capital account is woefully underfunded and additional funds need to be added soon
- Carma is requesting a meeting with the executive board to discuss the budget and savings by February/early March
- Carma is suggesting one hour to meet to look at budget, projects, and how to execute the jobs efficiently

Tabled Items

- Dale would like continuity for units for any owner transitions with unique updates like this
- Dale suggests documenting anomalies in units to keep a record for new owners
 - Joel has a system that provides documentation and voting capabilities on architectural updates to units
 - Carma asked if this system has a report that generates in the case the board requests a report to understand how many units have these anomalies
- Carma may have a list of anomalies and will share

Newsletter Content

- Q4 Financials
- Pet fee update
- Share new board members
 - Members will send a 2-3 sentence bio for the newsletter
- Project updates

Board Member Tasks:

- **Dale** will follow up on East-end dumpster in phase 1 to report the project is completed
- **Dale** will follow up on hardie board completion in phase 2
- **Dale** will send a picture copy of water meter logs for Kara to put in a spreadsheet for the Feb. 16 meeting
- **All Board Members** will send Kara any projects/repairs they feel are priority
 - Flower Beds
 - Welcome Sign
 - Kara has a contact that creates a metal fabricated sign and can look into the costs and will send examples of what that would look like
 - Upkeep of a wooden sign is tedious
 - Seeking of longevity in a sign
 - Decks
 - Suggesting a move to get a vote by all HOA members to vote on decks
 - HOA may need to set a cap on how many decks to support

- This may include a due increase
- **Kara** will finalize the budget report and share with Teresa for the newsletter
- **Carma** will follow up to request trees get wrapped in Phase 1. She will work with Dale and Craig to identify which trees to wrap.
- **Teresa** will create the newsletter and send the draft out to the board members
- **All board members** will send their name, email, phone number, and short bio to Teresa
- **Carma** will share a list of anomalies in units to help Utah Management keep a record
- **Joel** will share a marked map of units who are paying a pet fees
- **Joel** will schedule the pest control visits for 2021
- **Joel** will fix the lights in front of 1670 in Phase 1 once the ground is thawed
- **Joel** will close the 2020 books and make the adjustments of expenses for water and trees

Voting Decisions

- Board Member Request
 - Dale is asking if he can be the single point of contact for an engineering design for Ogden City to do the bank abatement on the big curb in phase 1 – Dale will write up a letter to the city to help
 - Carma motioned to support Dale as the liaison, Kara seconded the call. The decision passed unanimously - 5 yes, 0 no
- Tree Wrapping
 - Board approves to ask the trees to be wrapped right away to keep beavers from chewing them down