

Villas at the Country Club

Meeting of the Management Committee
Held at 3:00 pm, Wednesday, Sep 3, 2025
Meeting to be held by Zoom

1. **Welcome** **Scott Houston, Chairman**

2. **Present: Scott Houston, President; Gordon Smith, Vice President; Benjamin Young, Secretary; Ken White, Board Member; Charles Stewart, Board Member; Alex Flint; Gary Crosby; Sherry White; David Starling; Gladys Starling; Rich Wells, TPM**

3. **Review and approve the minutes of July 9, 2025.** **(Ben)**

4. **Sub-committee topics and updates:** **(Scott)**
 - a. **HOA Governance and Legal Matters:** **(Gordon)**
 - i. Follow up on implementing board member training for Fair Housing and Non-discrimination compliance. **(Ben)**
 1. The link for completion of the training was distributed to the board members.

 - ii. Update on the CC&R redraft: **(Gordon)**
 1. Board review and edit of draft 3 after input from the committee.
 2. Schedule “Town Hall” to educate the community.

 - iii. **Proper Recordation of the Reinvestment Fee**
 1. Wickes Request for Refund
 - a. This was acknowledged and sent to the attorney for review, once we hear back we will reach out to the Wickes for further analysis.
 2. **Starling Litigation** Status of Settlement discussions.
 - a. Settlement offer was received from the attorney and will be reviewed by the committee and sent to the Starling’s attorney. Depositions are currently on hold.

 - iv. **2025 Annual meeting Planning**
 1. The committee will start planning for the annual meeting, this will likely be in November/December timeframe, depending on the timing of when the reserve study can be completed, then the reserve deficit planning committee.

 - b. **Financial Matters:** **(Ben/Rich)**
 - i. Monthly financial report **(Rich)**
 1. Financial Reporting:

- a. Property Managers operational report
- ii. **Reserve Deficit:** (Ben/Charles/Gene)
 - 1. Update on the 2025 reserve study. (Ben)
 - a. Reserve Study – Completed the on-site portion of this today. He will be sending me a list of questions which I will respond to him by this week. The next step will take about 3-4 weeks, and we should have a draft by the end of the month.
 - 2. Target date for presenting the HOA long-term funding options for reducing the reserve deficit is the October board meeting. Internal review target date is October 30.
- c. **2024/2025 Capital Projects Status:** (Ken/Rich/Ben)
 - i. **The central courtyard deck project status update**
 - 1. Central Courtyard has one more step, sealing the concrete. They can complete that on Friday. Notice will go out to the community that they can't use the courtyard over the weekend. Budget to actual, there was a line item in the bid for overruns if the concrete was over 4 inches thick. Rich and Ken reviewed it with them and negotiated it down. Likely this will result in \$16,000 over budget, but that is less than the projected \$32,000 budget that they had originally asked on.
 - ii. **Status of the stucco work project**
 - 1. This project will start next week. This will only be repairing the damaged areas, not the entire area. Several owners have identified additional damaged areas. This will also include the repair of the retaining wall that goes down to the garage. This will be a patch to the concrete work. Rich was asked to revisit the structural integrity of the north driveway wall to confirm whether a surface patch will be sufficient or whether some structural repair is needed to keep the retaining wall from further leaning into the garage driveway. He said he would review with the contractors.
 - iii. **Status of the south building updates**
 - 1. This is mostly completed except for the two entrance ways, that will be completed within the next few weeks. Estimated costs will be around \$10,000. East Entranceway is \$4,500 per the bid, still waiting for the second bid. Total budget was \$70,000, we have spent \$60,000 so far, so we will likely fall right in budget.
 - iv. **Pool Resurface and Pool Room re-paint**
 - 1. Repainting is completed, pool resurface will take 2-3 weeks, will need to close for that period. We will get that started shortly.
 - v. **Tennis Court / Pickle Ball Project**
 - 1. Completed, it will be completed under budget. It is currently at \$59,000 but there are two more benches to buy so we will likely end up at \$60,000, right on budget.

- vi. **Fire protection system south building**
 - 1. Removed from the 2024 CAPEX spend and re-added to the reserve study for next year.
 - vii. A non-scheduled request from the **North building to re-paint certain high traffic areas.**
 - 1. This wasn't on the 2024 CAPEX spend, it was proposed by Charles to accelerate to 2025, it should be considered for 2026 CAPEX, or perhaps in the annual operating budget if it is not material.
- d. **Property Maintenance Matters:** **(Ken)**
 - i. No significant items to add

4. HOA Guest Comment Period

- a. A discussion was held about the HOA maintaining a key box.
- b. A question was asked about the repairs from the construction on the courtyard. Rich said that he will ensure that it is completed before payment is issued to them.
- c. Gary Crosby was asking about cleanup, including dust and grit in stairwells, etc as well as landscape restoration at the end of the deck project. Rich did say we would press the contactor to complete or withhold from final payment if necessary.

5. Adjorn