

Villas at the Country Club

Minutes of Meeting of the Management Committee

Held at 3:00 pm, Wednesday, September 11, 2024

Meeting to be held by Zoom & at the Clubhouse

Attendees – Scott Houston (President), Benjamin Young, Ken White, Gordon Smith, David and Gladys Starling, Gary Crosby, Rich Wells (TPM), Phil Bryson.

Welcome

1. Review and approve the minutes of the 5 June 2024 Management Committee Meeting for posting to the HOA Website, Documents page.
 - a. Motion made to approve the Draft minutes as disseminated with a correction of Starling condo is #305.
Results – Approved Unanimous
2. Set Calendar and start times for Q4 meetings.
 - a. Motion to hold Q4 committee meetings on 2 October, 13 November, 4 December at 3:00 PM.
Results – Approved Unanimous
3. Revisit the topic of the selection process to find a replacement for Management Committee member Bob Evans, who recently sold out and moved from the community.
 - a. TPM will send notice that there is a vacancy, and the management committee will select a replacement at the 2 October meeting.
4. Revisit the topic of Committee members' commitment to attend Anti-discrimination and fair housing training (online) within 60 days. Benjamin Young reported that the UALD would provide training only after we have entered into a settlement agreement.
 - a. No update, still pending reconciliation (see agenda item 9b).
5. Revisit the topic of Sub-Committee assignments. Priority is the sub-committee for capital projects scope and cost control, prioritizing capital projects for the remainder of 2024 and 2025. The next priority includes sub-committees for each of the tennis court disposition and the South Bldg. interior update projects. The need for a financial hardship committee has not materialized.
 - a. Motion - One management committee member will be assigned to each of the sub-committees as follows:
 - i. Building matters and Capital projects prioritization - 1 volunteer; Benjamin Young
 - ii. Tennis Court disposition - 5 volunteers – Ken White
 - iii. South Building Update design & budget - 2 volunteers – Ken White
 - iv. Finance Committee – Benjamin Young

v. Governance & Legal Matters – Gordon Smith
Results – Approved Unanimous

6. Update on an Executive Committee Meeting that was held with the Starlings and their counsel to discuss and attempt to resolve two long-running matters: A dispute over the past 2-3 years between the Starlings and the Management Committee regarding Starling's right to occupy storage room closest to the south elevator referred to on the 2020 parking lot map as #305/"TOOL ROOM" without charge. 2nd EV charging station dispute with Starlings.
 - a. Scott, Ken, Gordon, and Rich met with the Starlings and John Morris (their attorney). Benjamin Young rescued himself. The meeting was very productive, and the executive committee has been continuing to discuss the way forward after that meeting and intends to move forward with a settlement that will be a win-win.

7. Building Matters (Ken):
 - a. Update on handrail installation.
 - i. The handrail installation was completed yesterday, but it was not done properly, Ken spoke to the contractor and they will be coming out to redo the entire handrail.
 - b. Update on the garage leak mitigation project
 - i. Rich got Luis Delgado to start working on it. He said that he finished the project regarding the leak on one side. Today Ken noticed that there is a big leak in the same area, but it isn't coming down the wall. He is going to investigate further this afternoon. This is to the south of the garage door in the main area, in the alcove. Once that is resolved that will fix the main two leaks. There are also a few little leaks which we will fix when we repair the central courtyard.
 - c. Update on the central courtyard refurbishment project
 - i. We received a quote for repair costs which totaled approximately \$50,000 to complete. Scott requested additional bids. Rich said he would provide those.
 - d. Update on the stucco repair project
 - i. We have two bids. If we are going to do it, we will need to do it in the next month. The bids were \$35,000 and \$59,000. Ken suggested looking at those two and deciding which is the better project. Scott asked for a third bid.
 - e. Update on the overflowing gutters in both buildings
 - i. This issue stems from the concern that gutters are overflowing outside of unit 101 South building. Rich had a contractor come out last week on the north building. They came down their ropes from the roof and repaired all the downspouts. There is still some work to be done on the south building, they will be doing that tomorrow or early next week.
 - f. Other priority capital projects
 - i. No other capital projects were brought up.
 - g. Discuss the general approach for owner unit-specific requests for spigots and such

- i. This was a request from Dicksey Rhoads. Ken talked to Dicksey about her request to have a spigot added to her unit on the second floor. He does not feel that it is money well spent. In regards to the request to have a canopy added to her deck, he recommended approval. The motion was made to approve the canopy and deny the spigot. The reason for denial is a lack of funds (if it were approved for one we would have to approve it for all) and concern about the decks not being designed to have running water on them.

Results – Approved Unanimous

- h. Discuss utility conservation measures
 - i. We have made several conservation efforts, and we will continue those for the coming years.
 - i. Revisit the suggestion that we implement a process for community members to bring requests to the board either as a one-time request or to have them added to the reserve analysis for ongoing maintenance by the HOA. It was earlier suggested these requests should be channeled through TPM to conduct the analysis and bring recommendations or requests for authorization to the Committee.
 - i. All requests for maintenance or capital projects need to be funneled through TPM. TPM will add a button on the website.
8. 2024 HOA Assessment: Status report (Scott & Rich)
 - a. Open the discussion for 2025 Assessments. Re-introduce the notion of next year's monthly HOA fee increase to \$725 being re-characterized as \$285 for HOA administration and operations, \$265 as a contribution to the reserve fund, and \$175 as a contribution to common area utilities. Optically, that keeps the HOA fees and reserves at \$550 per unit per month and utilities at \$175. To the extent we can implement energy conservation measures, we can conceivably reduce the rate of utility expense growth.
 - i. HOA owners have paid all of the 2025 Assessments. Ken suggested delaying the assessments over a longer period or only funding the reserve to 70%. This would be out of compliance with the reserve study which is required based on the current CC&Rs and state law. Gordon asked the finance committee to return with a long-term plan to provide a solution.
9. Discussion of Legal Matters
 - a. Status of the Top Gun Roofing legal matter. Discuss whether to offer a new settlement amount.
 - i. There was an initial bid of \$3k, then the contractor provided additional services without authorization and sent an invoice for \$20k, the HOA offered to settle for \$10k, but the contractor did not accept that. \$7k of legal expenses later the contractor is now asking to go back and accept the original settlement offer of \$10k. Gordon asked to review the

documentation and then the governance and legal matters committee will make a decision on settling.

- b. Report on the Executive Committee's progress on resolving the Benjamin & Caralee Young matters including a report on the status of the HUD Complaints by Young (#204 S & 305 N) and the status of the UALD discrimination complaint by the Youngs.
 - i. In regard to allegations that previous board members violated the Fair Housing Act (disability discrimination) and the matter was reported to HUD, there has been no progress and the management committee is awaiting a response from HUD.
 - ii. In regard to allegations that previous board members violated the Fair Housing Act (familial status discrimination) the matter was reported to UALD. A settlement has been proposed and sent to the executive committee for review. The executive committee said they wanted to amend the language, currently waiting on Gordon to propose revised language so that the settlement can be signed.
10. Comment Period for HOA members (limit to a maximum of 5 minutes per speaker)
- a. Gary – How do we prioritize the capital projects? How did the railing get approved before the stucco or courtyard? Ken responded that the railing was approved because Jeanne contributed a portion. Rich asked what Gary's priorities would be. He responded that the Stucco and the deck. He is willing to help in any way he can.

11. Adjourn