Villas at the Country Club

<u>Notice of Meeting of the Management Committee</u>
<u>To be held at 3:00 pm, Wednesday, Jan 8, 2025</u>
<u>Meeting to be held by Zoom & at the Clubhouse</u>

<u>Minutes for the Meeting</u>

Welcome **Scott Houston, Chairman**

1. Note committee members and property Manager representatives in attendance and confirm that a quorum is present to formally transact the business of the HOA: Scott Houston, President; Gordon Smith, Vice President; Benjamin Young, Treasurer; Ken White, Board Member; Rich Wells, Property Management Representative; Charles Stewart, Craig Fowers, Phil Bryson, Gary Crosby, Gene Wickes, Larry Wilson, Sherry White

2. Review and approve December 5, 2024, Management Committee Meeting minutes.

3. Brief report on Management Committee (Ben) hosted a holiday event for the HOA.
    a. The holiday party was excellent. It was well attended with about 20 in attendance. Charles brought his keyboard and played Christmas carols. A good time was had by all and the overwhelming sentiment from those who attended was that we should do more of these kinds of events. There were no costs associated with the holiday event as the ham was donated by Ben and the sides were provided potluck.

4. Sub-Committee topics and updates: (Scott)
    a. HOA Governance and Legal Matters: (Gordon)
        i. ByLaws and CCR's: The Management Committee believes that weaknesses in the HOA's current Bylaws & CCR's have contributed to some of the conflicts the HOA has been addressing over the recent year or so. Therefore, we believe it is imperative that the Bylaws and CCR's be reviewed and updated or completely rewritten, if necessary to avoid some of the legal challenges we have had recently.
            1. **Proposal to immediately engage competent counsel to review and update the existing documents or recommend a better template for governance in time for the annual meeting.**
                a. **As this was previously approved, TPM will move forward in providing a professional to complete this task.**

        ii. Starling litigation**:** Filed in November. Working with the HOA's insurance company, the management committee ultimately engaged the firm recommended by the insurance carrier, with the proviso that attorney Axel Trumbo be assigned to handle the case and defend the HOA. An extension to file the answer was obtained and Starling's attorney amended their complaint. Scott, Gordon and Ken met with Mr. Trumbo in an executive session on Dec 23 to review the case facts and the draft answer proposed by Mr. Trumbo. The management committee is pleased with the approach and thoroughness demonstrated by Mr. Trumbo and unanimously approved the filing of the answer.

1. **It is proposed that we formally ratify the engagement of Mr. Axel Trumbo to represent the HOA.**
    a. **Motion was approved unanimously.**

iii. Status of the Benjamin & Caralee Young matters:
    1. The HUD matters remain open pending final determination by HUD.

iv. Status of the Top Gun Roofing legal matter.
    1. Rich to report on his assignment to gather documentation from his files regarding the matter to pass along to legal counsel.
    2. It was decided in the last meeting to ask Mr. Hafen of Parr Brown to help us get the matter dismissed or at least remove Ms. Barnum as a defendant in the matter. **Query whether to proceed as discussed or ask Mr. Trumbo to take on this matter in addition to Starling**. Based on the counsel's recommendations, we may need to consider whether to offer a new settlement amount.
        a. Sharon Barnum has threatened to sue the HOA if they do not resolve this matter with Top Gun Roofing as she is named in the lawsuit.

v. Application by Starling for a charging station in connection with his recently acquired unit 104 in the North Building. For clarity, we will refer to this as Starling application #3. The request is attached.
    1. It is proposed that the committee approve Starling's application #3 with the following stipulations:
        a. Prior to commencing any work, please provide the name of the electrical contractor along with a copy of his license showing good standing and current insurance. Please also provide a statement from your contractor with his calculations or other evidence that the proposed installation is safely within the load limitations of the existing north building power system and will not impair or limit other residents' service.
        b. Please provide to the property manager a full copy of the permit application with any drawings, calculations, exhibits, etc. as well as a copy of the issued permit itself prior to commencing the work. Upon completion of the work, final inspection and signoff by the City, please provide a full copy of the final inspection and permit signoff as well.

c. Applicant is required to pay all costs associated with installation, metering, and use of the charging system, including the cost of: (i) electricity associated with the charging system; and (ii) damage to a general common area, a limited common area, or an area subject to the exclusive use of another unit owner that results from the installation, use, maintenance, repair, removal, or replacement of the charging system. In addition, applicant is required to reimburse the HOA for any incidental costs we may incur in connection with the review and approval of the application or during the construction or final inspection.
    i. **Motion was made and unanimously approved.**

vi. Annual Meeting Planning: Set annual meeting schedule & discuss preparations. (Scott)
1. Proposed annual meeting date: 10 Feb 2025
2. Notice mailing date: 31 Jan 2025
3. Management member solicitation and elections. Ben to update us on the draft letter.
4. Discuss the impact of the budget year-end changing from Feb 28 to Dec 31.
5. 2025 Proposed regular Assessment: Discuss the notice and effective dates & proposed amounts. (Ben & Rich)
    a. **There was a motion to raise dues from March 2025 to December 2025 to $750 which is made up of $320 for Operating Expense, $165 for Utilities, and $265 contributions to the reserve fund.**
        i. **Motion passed 3 to 1.**
    b. **The reserve assessment will be discussed offline and presented at the annual meeting. Current estimate is that the needed assessment is $25,305.77 per unit.**
        i. **No motion, suspended for**
6. Proposed items for approval by HOA at the meeting
    a. 2025 Special Assessment options & notice date (Ben)
    b. EV charging station policy.

b. Property Maintenance Matters: (Ken)
    i. Update on sidewalk repair/replacement & handrail installation
        1. We received a check from the vendor refunding the costs, they are not going to move forward on the project. We will review adding this to the project to the capital projects, but for now this project is suspended.
    ii. The Pool heater is leaking and will need to be replaced. Quite probably needs to be added to the 2025 capital projects. Discuss.

1. The pool heater is estimated at $7,300, that is on the reserve study but at a cost of $3,564 and with 8 more years of useful life.

c. Capital Projects Matters: (Ken/Rich/Ben)
   i. Walk around to finalize scope of the central courtyard deck project (scope to include garage entry concrete repairs and any transition concrete or decorative deck work needed near main entries)
      1. Suspended
   ii. Walk around to finalize scope of the stucco repair projects, bids and timing
      1. Suspended
   iii. Walk around to finalize scope of the scheduled south building updates.
      1. Suspended
   iv. Motion to approve the schedule of Capital Projects for 2025.
      1. Suspended

d. Financial Matters: (Ben/Rich)
   i. Monthly Financial Report: (Rich – TPM)
   ii. Reserve Study – Rich to report on potential vendors to update our reserve study cost estimates. (Ben)
   iii. Proposal to move Reserve Savings account to KeyBank (Scott)

5. Comment Period for HOA members (limit to a maximum of 5 minutes per speaker)
   a. Larry – Appreciate the efforts of the board to address the deferred maintenance issues. Was not aware of the magnitude at the time of purchase.
   b. Gary – Echo sentiments of Larry. We need to prioritize capital expenditure. What is going on with the charging EV charger being plugged into a storage unit? If we replace light fixtures in the south building, we should replace the north building at the same time to keep a uniform look.
   c. Gene – Can you provide the spreadsheets reviewed during the meeting? Rich said he would forward it to the owners.

6. Adjourn

Starling Application #3 to install an EV charging station for unit 104 North Building

From: David Starling [mailto:starlingdw@gmail.com]
Sent: Friday, January 3, 2025 9:24 AM
To: Scott; Rich
Subject: EV Charger request for Unit 104

TPM Property Mgt and HOA Board of VCC,

In accordance with Utah Law 57-8-8.2 I am requesting to install and use an electric vehicle charging system for Unit 104 North in the assigned parking space 122. The system will be a Level 2 charging system commencing from the meter near the NE corner of the north building with an emergency disconnect inside the parking area, a breaker box with surge protection inside Storage 107, and a 50 amp outlet on the wall in front of parking space 122.

At the time of this request, I am also applying for the required building permit. A licensed electrical contractor is scheduled to install on January 15th, 2025.

Should you have any questions or concerns, please contact me prior to the next scheduled meeting as I am unlikely to be able to attend.

Respectfully Submitted,

David Starling