



SEPTEMBER 2025 BOARD MEETING NOTES

Board Members: Grant Stanfield- Vice-President, Eric Winter- Treasurer, Jaron Winder- Secretary, Patty Murphy- Board Member, Bob Edmonds- Board Member, Mila Alai- Board Member, Bruce Lyman- Board Member, Shirley Brennan- non-voting Board Member, Rich Wells-representing TPM

September 10, 2025

7:00 p.m.

AGENDA DETAILS

I. CALL TO ORDER/ROLL CALL

- a. Board Members attending: Grant, Eric, Jaron, Patty, Bob, Bruce, Shirley, Rich (TPM)
- b. Board Members absent: Mila
- c. Homeowners attending: None

II. NEW BUSINESS

1. Board member changes

- a. Jo Ann has submitted a written resignation as President of the Wyngate HOA Board. Therefore, a new president needs to be elected by the existing board per our CC&R's.
- b. Grant has advised that due to upcoming personal needs, he will also need to step down from his role as VP. He would like to stay on the board, however.
- c. New board position appointments:
 - i. President position: Bruce nominated Eric. Second: Patty. Vote: all in attendance voted yes. New president is Eric Winter.
 - ii. Vice-president position: Eric nominated Bob. Second: Grant. Vote: all in attendance voted yes. New Vice-president is Bob Edmonds.
 - iii. Treasurer position: Bruce proposed moving Patty from a general board position to the role of Treasurer. Second: Jaron. Vote: all in attendance voted yes. Patty Murphy is the Treasurer.
 - iv. It was proposed to move Bruce to a voting board member versus his current non-voting status to bring us to 7 voting members on the board. Proposed: Grant. Second: Jaron. Voting: yes, by all in attendance. Bruce is a voting board member as of 9/10/2025.
 - v. Need to determine if Shirley plans to help on the board as a non-voting member. She will need to be reached out to by a board member.

2. It is recommended that the Board adopt and adhere to Robert's Rules of Order for HOA Boards. (see attachment). Motion to adopt: vote of yes by all in attendance.
3. Communications
 - a. Agendas for board meetings
 - i. Jaron will send out a call for agenda items for the next board meeting, a week in advance. The final agenda will then be emailed to all board members on Monday immediately preceding the meeting.
 - b. Proposal to change the meeting date of the monthly board meeting from the first Wednesday to the fourth Tuesday of the month to accommodate board member schedules. Proposed by Jaron. Second by Bruce. Voted yes by all in attendance.
 - c. We will have a budget meeting on October 7th. All board members should send their budget wants and needs to Patty by Sept. 30th.
4. TPM Service Requests
 - a. What is the process, response time, and communication with homeowners and board members?
 - i. TPM is currently making changes so they can be more responsive.
 - ii. Within 24 hours, homeowners should get an email of acceptance. After, they will receive more frequent communication due to changes on the TPM side.
5. Financial update
 - a. TPM needs to set Patty up with access to the financial reports.
 - b. Due to time constraints, we will have an extra budget meeting on October 7th. All board members should send their budget wants and needs to Patty by Sept. 30th.
6. Stucco bids update
 - a. Grant is finalizing the stucco needs with Bizy. It will be over 10K which should trigger two other bids. Bizy will communicate with us the critical maintenance needs for 2025 versus 2026 budget. Carry over to the October meeting.
7. Concrete update-5 Proposals have been received from Concrete Craft as follows:
 - a. 608 Normandy- New concrete \$24,350. Fibers added- \$777. Resurface- \$11,620
 - b. 630 Normandy- New concrete \$57,936. Fibers added- \$1,650. Resurface- \$21,354
 - c. 676 Wyngate- New concrete \$19,250. Fibers added- \$600. Resurface- \$15,374
(Recommended by Concrete Craft to be done)
 - d. 648 Wyngate- New concrete \$15,895. Fibers added- \$500. Resurface- \$8,330
 - e. 663 Wyngate sidewalk- new concrete \$3,925. Fibers added- \$100.
 - f. Further discussion will be required to determine priorities for completion and in what budget year those need/will be done. Carry over to the October meeting.
8. Legal updates
 - a. Continued discussion on outstanding legal updates mentioned in August. Carry over to the October meeting.
9. Landscaping
 - a. Snow removal bids (see attachment from TPM).

- b. We need to get a couple of customers of Elite Grounds (from TPM) so we can see their work before signing a contract. We should walk through those properties by Sept. 26, 2025.
- 10. Parking update
 - a. One fire lane violation/parking info warning was issued to J&R Maintenance on 9-3-2025.

III. CARRYOVER ITEMS

- 1. Carriage light update:
 - a. Approving carriage light replacements for homeowners. Grant and Bruce will get 2-3 examples of carriage light replacements from local stores that can be approved by the board and added to the HOA website.
- 2. Shrub and plant replacement
 - a. Pricing for shrubs and plant replacements was noted during a recent walk through. In process. Initial bid is \$4255 for plants only. Planting would be an additional labor cost. Need to determine if this is the best use of funds right now. Proposed to put it into the 2026 budget. All in attendance voted yes.
- 3. Lava Rock update:
 - a. Information regarding Lava Rock bids for the water feature and the entrance island (Jed – TPM). Entrance bed and water feature is \$4750. Proposed to move to 2026 budget. All in attendance voted yes.
- 4. Pressure washing driveways – pricing, inclusion in next year's budget? Bob will request bid to plan for future. Proposed to move to the 2026 budget. All in attendance voted yes.
- 5. Architectural Rules (attached to the email)
 - a. Board was to review before and be prepared with comments/suggestions. Due to time, this will be moved to the October board meeting. They will be attached to the September board notes.
- 6. Previous board positions and committee assignments.
 - a. Jaron will resend those out to the board for review. They will be attached to the September board notes.

IV. CONCLUSION

The board will meet for a 2026 budget review on Tuesday October 7th, 2025, at the pavilion (weather permitting).

The regular monthly board meeting will be held October 28, 2025, at the pavilion (weather permitting).

V. ATTACHMENTS

ROBERT's RULES of ORDER

What are Robert's Rules of Order for meetings?

Robert's Rules of Order is a manual of parliamentary procedure with a rich history. Established in 1876 by Henry Martyn Robert, it was created to set a structure for meetings and further facilitate decision-making. Its effectiveness has helped many reduce organizational challenges that have continued to arise in such discussions. Today, we can use it in multiple settings and organizations, including HOAs!

The main principles of Robert's Rules of Order were designed to facilitate board meeting processes. These include:

- **Equal rights for all board members**

All board members must have equal rights during their meetings. Board members in higher positions should not be biased towards certain members and should be treated equally. Similarly, if that occurred, there should be a consensus regarding violating these rights and the board's actions.

- **Always with a clear focus**

To help the debate stay relevant to the topic at hand, only one "motion" should be discussed at a time.

- **Have an orderly debate**

In the same way that the board should discuss one topic at a time, only one person should speak to follow the agenda's outline and stay on a tangent.

- **Practicing respectful conduct**

Board members should not engage in disrespectful actions or personal attacks towards one another.

- **The majority rules**

Decisions should follow the majority ruling unless an exception exists. In this case, board meeting attendees should discuss the exception before voting.

Robert's Rules of Order motions

You can incorporate several commonly used motions in the manual into your meetings. These include motions to adopt, amend, table, postpone, refer, and reconsider. Although they all serve different purposes, they act together as a central basis for effective meeting communication.

- **Motion to adopt** proposes that members accept a resolution or decision; it is also the final step in approving a proposal after it has been discussed.
- The **motion to amend** is used when suggesting members wish to issue modifications to a motion currently under discussion.
- Members can always **motion to table** if they prefer a point to be considered and further discussed later. This can be useful when more information or time constraints prevent action from being taken at that moment.
- Similarly, the **motion to postpone**, which relates to delaying the discussion of a topic to a specific time or date, to manage the meeting's agenda and help all items receive proper attention.
- **Motion to refer** can be a reason why board members may need to issue the two previously mentioned motions, as it is used to have a committee make additional studies and recommendations regarding a topic.
- Lastly, members can use the **motion to reconsider** if any reevaluation needs to take place. These reevaluations can happen if a previously adopted vote needs revisiting due to new information or changing circumstances.

With this in-depth review of Robert's Rules of Order for meetings and strategic ways to incorporate them into your HOA, you and the rest of your HOA board have all the tools necessary to begin enhancing and achieving more efficient and successful HOA board meeting processes!



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RECIPIENT:

Bob Edmonds

641 Wyngate Pointe Lane
Draper, Utah 84020

Quote #1124

Sent on

Jul 04, 2025

Total

\$4,860.00

Product/Service	Description	Qty.	Unit Price	Total
Commercial cleaning	Apply soap scrub with surface cleaner and HOT water/rinse shared driveways 48600 sq ft @ 10¢ includes spot clean sidewalks and clean parking spaces next to park	1	\$4,860.00	\$4,860.00
				Total \$4,860.00

Also includes a sample cleaning to show expected results

This quote is valid for the next 30 days, after which values may be subject to change.

BUDGET COMPARISON

Balance Sheet

Property: Wyngate Commons
As of 09/06/25 (cash basis)

ASSETS

Bank			
1048 Wyngate Commons	6,294.94		
0176 Alta Bank Savings	36,676.35		
0617 Alta Bank 12 Month CD	0.00		
1025 Alta Bank 60 Month CD	57,164.78	Matures 7/5/27 - current rate is 5%	
RJ Money Market	88,019.32		
Total Bank	188,155.39		
Other Current Asset			
1200 Undeposited Funds	2,733.00		
Total Other Current Asset	2,733.00		
TOTAL ASSETS	190,888.39		

LIABILITIES & EQUITY

Equity			
3000 Net Income	6,443.33		
3001 Retained Earnings	-36,812.84		
3003 Transfer from Reserves	54,757.45		
3002 Transfer to Reserves	-15,360.00		
Reserve Balance	181,860.45		
Total Equity	190,888.39		
TOTAL LIABILITIES & EQUITY	190,888.39		

		Actual 01/01/25 - 09/06/25	Budget 01/25 - 09/25	Actual YTD 01/01/25 - 12/31/25	Budget YTD 01/25 - 12/25
INCOME					
4008	Parking Income	1,300.00	1,987.51	1,300.00	2,650.00
4700	Prepaid HOA Dues	-1,229.25	0.00	-1,229.25	0.00
4002	Transfer Fees	300.00	1,125.00	300.00	1,500.00
4110	Late Fees	735.00	307.09	735.00	409.45
4107	Other Income	0.00	1,244.15	0.00	1,658.84
4106	Dues	195,897.00	202,320.00	195,897.00	269,760.00
TOTAL	INCOME	197,002.75	206,983.75	197,002.75	275,978.29
EXPENSE					
5097	Grounds				
5033	Lawn Care	28,860.16	27,333.35	28,860.16	41,000.00
5036	Sprinkler Repair	14,255.75	5,000.00	14,255.75	5,500.00
5034	Snow Removal	19,517.40	18,000.00	19,517.40	18,000.00
5031	Pest Control	480.00	450.00	480.00	600.00
5039	Trees	250.00	0.00	250.00	0.00
5097	Total Grounds	63,363.31	50,783.35	63,363.31	65,100.00
5100	Repairs				
5104	Maintenance	15,011.78	15,000.02	15,011.78	20,000.00
6002	Rain Gutter Clean	0.00	0.00	0.00	5,000.00
5103	Gate Expenses	1,669.69	975.01	1,669.69	1,300.00
5100	Total Repairs	16,681.47	15,975.03	16,681.47	26,300.00
5400	Utilities				
5404	Electric	2,325.45	2,250.00	2,325.45	3,000.00
5402	Water	4,459.13	3,750.02	4,459.13	5,000.00
5603	Telephone	964.77	1,005.02	964.77	1,340.00
5403	Storm Drain	5,145.00	6,750.00	5,145.00	9,000.00
5406	Cable	13,337.82	24,138.00	13,337.82	32,184.00
5602	Internet	28,937.86	23,967.00	28,937.86	31,956.00
5400	Total Utilities	55,170.03	61,860.04	55,170.03	82,480.00
5505	Administrative				
5101	License	18.00	0.00	18.00	0.00
5000	Management Fee	5,760.00	6,480.00	5,760.00	8,640.00
5061	Taxes	0.00	924.00	0.00	924.00
5062	Legal Fees	17.00	4,125.01	17.00	5,500.00
5050	Insurance	25,592.26	24,750.00	25,592.26	33,000.00
5650	Misc. Fees/Softw	414.01	450.00	414.01	600.00
5900	Misc Expense	38.34	262.52	38.34	350.00
6103	Reserves	11,520.00	34,250.40	11,520.00	45,667.20
5505	Total Administra	43,359.61	71,241.93	43,359.61	94,681.20
6160	Holiday Decor	2,100.00	1,200.00	2,100.00	1,200.00
TOTAL	EXPENSE	180,674.42	201,060.35	180,674.42	269,761.20
NET INCOME		16,328.33	5,923.40	16,328.33	6,217.09
5200	Capital Repairs				
5110	Painting	3,100.00	0.00	3,100.00	0.00
5051	Roof Repairs	325.00	0.00	325.00	0.00
5037	Extra Landscaping	6,460.00	0.00	6,460.00	0.00
5200	Total Capital Repa	9,885.00	0.00	9,885.00	0.00