

Homeowners Association Board of Directors Meeting Summary

Date:

July 13, 2025

Location:

Virtual Meeting

Call to Order

The meeting was called to order by President Ken at approximately 5:00 p.m. Attendees included: Ken (President), James (Secretary), Tom (Vice President), Jenna (Finance), Dave (Director), Cheryl (Property Oversight), and representatives from HSM Management (Chrissy, Daniel, and Ryan). Tom joined shortly after the meeting began.

Approval of Minutes

The minutes from the February 12 meeting were reviewed. A note was added clarifying that the transcript was AI-generated and that full meeting video is available for verification. The board unanimously approved the minutes.

Motion: Approve minutes from February 12 meeting.

Vote: Unanimous approval.

Owners Forum / Homeowner Concerns

No homeowners attended. Board members reported no new owner concerns beyond topics already on the agenda.

Manager's Report (HSM)

Chrissy presented the management update summarizing two and a half months of work:

Completed Projects:

- Tennis Court Repairs: Concrete vacuuming, acrylic patching, and resurfacing completed. A proposal for modular interlocking overlay surfacing with 15-year warranty is under review.
- Pump System: Diffusers around the pool pump fans were replaced; priming issues resolved.
- Wood and Paint Maintenance: Varnished posts around pool, monument sign, and office. Sanding and staining completed for decks at units 57 & 58.
- Irrigation: Three faulty controllers replaced. Manual watering now reduced; Cheryl continues hand watering.
- Landscaping: Replanted unused flower barrels, weed-whacked the meadow area, and covered firewood stacks.
- Structural Projects: Oversaw painting of buildings 25-28 and installation of four new

support posts. The project came in under the original \$18,000 bid at approximately \$12,000 total due to vendor honesty and cost savings.

- Chimney Sweeps and Window Cleaning: Completed by Black Gold and Sunny Skies.
- Miscellaneous: Delivered and distributed rock for erosion control behind first building.

Ongoing Items:

- Tree Removal: Awaiting response from Eastern Sierra Tree Service and Town inspection approval.
- Roof Repairs: Diverter design issues being addressed with roofer Juan; several missed appointments and 'ghosting' incidents noted.
- Deferred Maintenance: Additional roof shingle repairs and diverter adjustments pending inspection.

Acknowledgments: The Board commended HSM, especially Cheryl, Guillermo, and Pablo, for maintaining grounds quality without outside labor.

Financial & Budget Review

Presenter: Jenna (Finance Chair)

- April – May show several categories running over budget: utilities (especially electricity), trash, and grounds maintenance.
- Labor Hours: 500 hours logged so far (~1/6 through fiscal year), in expected range.
- Utilities: Despite budget increases, costs remain high; possible rate rather than usage issue.
- Reserves: No withdrawals in first two months; reserve balance healthy but expected to adjust with summer repairs.
- Forecast: Anticipated 5% increase in HOA dues for next fiscal year to offset inflation and maintain reserve contributions.

Staff Wage Adjustment: After discussion, the board approved a \$2/hour raise for Guillermo and Pablo, retroactive to July 15. Guillermo is salaried (\$5,000/month ≈ \$28.80/hour equivalent); Pablo is hourly at \$25/hr. HSM will update payroll records and provide an updated labor-hours spreadsheet.

Motion: Approve \$2/hour raise for Guillermo and Pablo.

Vote: Unanimous approval.

Policy Review & Homeowner Compliance

Violation:

- Issue: Tenant pet policy violation resulting in \$350 fine plus \$532 late fees (total \$882).
- Discussion: Board reaffirmed that the homeowner knowingly violated the HOA's no-pet policy.
- Decision: Board agreed to waive late fees and interest but maintain the original \$350 fine. If unpaid by August 1, late fees will resume and a lien may be considered.

Motion: Require offending homeowner to pay \$350 fine; waive associated late fees/interest.
Vote: Unanimous approval.

Old Business & Continuing Items

- Tree removal and stump grinding pending Town approval (may use reserve funds).
- Roof diverter correction still awaiting roofer response; Juan to meet Tuesday to assess.
- Work logs are available live online via HSM's shared platform.

New Business / Planning

1. Delinquent Accounts: One Unit remains behind on dues despite repeated communication.
2. CC&R and Bylaw Amendments: Plan for August working session and September annual vote.
3. Annual Meeting & Property Walk: Scheduled for September 13, 2025. Cheryl to coordinate BBQ sign-ups.
4. Internet & Cable Service: Decision made to adopt Internet-only group plan (\$35/month per unit for 300 Mbps). Residents may independently upgrade or add cable. HSM will finalize contract with Vaughn.

Action Items

Task	Responsible	Due Date
Obtain finalized bid for tennis-court overlay	Chrissy (HSM)	Next meeting
Secure roof and diverter inspection appointment	Daniel (HSM)	Ongoing
Finalize tree removal permit and contract	Cheryl / HSM	July
Update payroll spreadsheet with new rates	Ryan (HSM)	Immediate
Follow up on delinquent accounts	Ken & Jenna	Before August 1
Schedule August CC&R prep session	Ken	July end
Send Annual Meeting & BBQ notice	Cheryl	August
Finalize Internet-only contract	Ken / HSM	Before Annual Meeting

Adjournment

With no further business, the meeting adjourned at approximately 5:45 p.m. The Board expressed appreciation to HSM staff for their continued efforts maintaining property condition.