HOA BOARD MEETING SUMMARY

Prepared from the May 2nd, 2026 meeting transcript

1. Key Attendees

- Tom Waller — Treasurer/board member; participated in the property walk-around and budget discussion.
- James — board member/owner; joined after the meeting had begun and participated in homeowner, CC&R, website, and budget discussions.
- James Thomas — identified as an owner of Unit 15 and participant in the meeting.
- Dan — identified during introductions as James Thomas's husband.
- Management/HSM representatives and other board participants were present; the transcript does not consistently identify every speaker by name.
- The meeting was recorded. The transcript indicates that the board could technically begin with three members present while waiting briefly for James.

2. Call to Order

- The meeting was called to order after a short delay while participants resolved audio/mute issues and waited for James to join.
- The recording began, and the board proceeded with the agenda.
- The transcript contains a reference to a recorded call at approximately 5:05, but the exact formal meeting date is not clearly stated in the transcript itself.

3. Approval of Minutes

- The prior meeting minutes had been posted publicly on the HOA website and were believed to be from the February 20 meeting.
- Tom stated that he had reviewed the minutes. At least one other participant had not reviewed them.
- Approval of the prior minutes was postponed rather than completed during this portion of the meeting.

4. Owners Forum / Homeowner Concerns

- E-bike storage: The board discussed a homeowner request concerning storage of an e-bike beneath a staircase.
- The discussion indicated that storing an e-bike beneath a staircase is prohibited under applicable fire-code requirements, while the transcript also identified an exception involving storage inside the owner's dwelling when compliant, safe, secure, weather-protected storage is not available on the property.
- The board discussed whether the existing/common bike-storage area could accommodate e-bikes and whether a future covered, secure storage structure might be appropriate if the number of e-bikes increases.
- The board agreed to table the issue temporarily and have Tom conduct some preliminary research into possible storage requirements/options.
- The transcript also notes that the CC&Rs permit certain items beneath stairways, including bicycles and outdoor furniture. The precise CC&R provision/number was not confirmed in the transcript.
- A tennis-court question was also referenced, but the transcript does not provide enough detail to summarize the underlying concern or a board decision.

5. Policy / CC&R Review

- The board identified several CC&R matters requiring a homeowner vote:
- • Owner guest pets.
- • Long-term rental allowance for owners.

- • Correction of an apparent drafting/error issue changing a board spending authority from 25% to 10% of the budget; the discussion characterized the intended provision as 2.5 rather than 25, but the exact governing-document language should be verified against the actual CC&Rs before formal action.
- • Limits on the board entering contracts longer than the permitted term without homeowner approval. The discussion referenced one- or three-year terms and the need to research the exact requirement, including whether the existing/new management contract requires a homeowner vote.
- The board discussed preparing these matters for a homeowner vote, with an objective of completing the process before a September meeting. The transcript references the typical 60-day process and the possibility of starting earlier.

6. Manager's Report / Property Operations

- The board and management completed a property walk-around before/during the meeting and identified maintenance needs.
- Building 13–24 painting: A contractor quote of approximately $29,000 was discussed. Although the amount exceeded the budgeted amount, the board agreed to proceed with the painting this year rather than defer it and potentially face higher costs or multiple buildings next year.
- Parking lot/asphalt: The board agreed to proceed with a normal slurry coat and asphalt patching in the northwest parking lot. The intent is to extend the useful life of the existing pavement and defer a much larger full replacement project, described as potentially costing several hundred thousand dollars.
- Railings/balconies: Several railings on the back/far south side of a building were identified for repair or replacement, including areas associated with leaning balconies and deteriorated material.
- Woodpecker damage: Management conducted a property-wide woodpecker inspection/tour and identified ongoing wood-related maintenance concerns.
- Lawnmower: Approval was obtained for replacement of the complex's old/deteriorated lawnmower.
- Trees/stumps: Approximately $10,000 had previously been contemplated for tree work. The board discussed reducing or redirecting that expenditure, including tree trimming and stump grinding, to help manage the operating budget.
- Website: The board discussed the difficulty of maintaining the existing WordPress HOA website and the volume of historical material. Management had suggested potentially migrating HOA information to its own platform, where homeowners could access historical documents and current materials. A board member agreed to discuss this further with management and investigate document-retention requirements.

7. Budget Review

- The board reviewed operating-fund pressures and identified a need to keep the operating budget at approximately zero rather than creating a deficit that would require borrowing from reserves and repayment within a year.
- Insurance was a significant source of increased expense. The transcript indicates the annual insurance cost had risen from a budgeted approximately $69,000 to approximately $77,000, after being substantially lower in prior years. Management also explained that an insurance classification error dating to 2022 contributed to the increase.
- The board discussed the distinction between operating funds and reserve funds and agreed that employee/management compensation items must be funded from the operating budget rather than reserves.
- HSM funding: The board agreed that approximately $6,000 could be added to HSM's funding/request for the year by reallocating operating-budget savings.
- Guillermo compensation: The board agreed to approximately $3,500 for Guillermo, described as about a $1.50/hour increase, rather than the larger increase previously requested.
- The board discussed using savings, including lower-than-budgeted snow-removal costs and reductions/delays in other planned operating expenditures, to fund the compensation adjustments.

- The discussion emphasized maintaining sufficient funds for unpredictable snow-removal costs and avoiding a negative operating balance.
- The board also discussed anticipated assessment increases of approximately 3%–4% in future budgeting, but the transcript does not establish a final assessment decision.

8. Actionable Items Agreed / Responsibility

Action Item	Responsible	Status / Next Step
Proceed with painting Building 13–24, approx. $29,000	Board / Management	Approved; complete during the year.
Slurry coat and patch northwest parking lot	Management / Board	Approved; proceed with planned maintenance rather than full replacement.
Repair/replace deteriorated rear railings and related balcony-area material	Management	Proceed as identified during walk-around.
Replace old lawnmower	Management	Approval obtained; purchase/replace.
Research e-bike storage options and requirements	Tom	Preliminary research; issue tabled pending information.
Prepare CC&R/homeowner votes for guest pets, long-term rentals, and correction of spending-authority language	Board	Research, prepare notice/ballot, and obtain homeowner vote.
Research contract-term/homeowner approval requirement	Board	Confirm governing-document requirement, including management contract implications.
Reallocate operating budget to fund HSM increase	Board / Treasurer/Management	Approximately $6,000 approved within available operating savings.
Provide Guillermo compensation increase	Board / Management	Approximately $3,500 / $1.50 per hour approved.
Review/re-establish monthly financial review rotation	Board members	Two board members are expected to review/validate the HOA accounts; return to regular process.
Follow up on HOA website / possible management-platform migration	Board	Discuss with management and investigate document-retention needs.

9. Adjournment / Executive Session

- The board initially concluded that an executive session was not necessary, but a brief approximately two-minute executive session was subsequently requested for a matter to be shared with the board.