

MILESTONE HOMEOWNERS ASSOCIATION
Board of Directors Meeting
September 12, 2022 – 7:00 pm
Meeting was held at Gibbs Elementary School

Board Members Present: Mike Johnson, President
Vic Dua, Vice President (Arrived at 7:20 pm)
Romain Tweedy, Treasurer
Rajesh Sreedharan, Secretary
Raman Veda, Member at Large
Dennis St. Jean, Member at Large
Mahendra Pandey, Member at Large

Management Present: Laura Etchison, Community Manager

Others Present: Dave Walker and Tenin Maglo

Call to Order – Mike J called the meeting to order at 7:04 pm.

Owner Forum – Dave W asked about the status of the pending CCOC case. Laura E stated that no hearing has been set but that a call was scheduled with the associations' attorney on September 16th to touch base on the case.

Dennis S presented a proposal to the Board to possibly reduce the size of the Board from 7 members to 5. The proposal was submitted by his Wife Carol. The proposal requests that a survey be included on the Election Ballot with the upcoming Annual meeting mailing. The Board tabled the proposal until the October meeting so they could have a chance to review it in its entirety.

Laura E informed the Board that she is having difficulty finding a new minute taker that is available to attend the in-person meetings but that she will continue to do them until a replacement is secured. Rajesh S suggested that an intern be considered.

Romain T asked about the three (3) dead street trees on Sparrow Court that died earlier this spring when they were still under a one-year warranty with Eden Landscape Design. Laura E advised that Eden had agreed to replace the trees by the end of May which never occurred. Since that time, she has made multiple email requests to them that have gone unanswered. Laura E suggested as a next step that a certified letter be sent.

Hari C of the Social Committee commented that the end of year pool party had a good attendance and was a big success.

Approval of the August 1st Board of Directors Meeting Minutes – *Rajesh S made a motion to accept the Board Meeting minutes as presented. Romain T seconded the motion. Dennis S abstained since he was not present at the meeting. The motion carried 6-1.*

Financial Report – Romain T reviewed the financials for the month of July which were included in the Board packet and are available to the Board through Vantaca. He stated the expenses are good overall but that we are over budget in tree maintenance and under in pool management expenses, as the vendor RSV Pools has not sent in the monthly invoices for which Laura E noted has been requested multiple times. *Action: Laura E to*

notify vendors to submit invoices timely (i.e., within the calendar year) so that they are paid out of this year's budget.

Management Report – Laura E informed the Board that she has been working on obtaining contract renewals in preparation of the 2023 Operating Budget. Many of which are on the agenda for approval at this meeting.

Laura E advised the Board that they have been in touch with Spliced Electric the vendor who upgraded the lights at the entrance of Stardrift Drive last winter. It turns out that there is an issue with the fixtures which was discovered by another electrician. The fixtures are under a five (5) year warranty with Spliced Electric. They have agreed to come out and inspect the fixtures to determine what is needed.

Laura E stated that she is still waiting for a start date on the tennis court resurfacing work. Sports Systems had stated previously that they expected the work to be done during the month of September. *Action: Laura to follow-up with vendor for an ETA of work.*

Laura E advised the Board that Gibbs Elementary School is not available on November 7th or 8th due to Elections and asked if the Board preferred to delay the meeting to the following week or for IKO to find an alternative location. The Board collectively felt that we should look into other possible locations. Romain T suggested Laura reach out to Waters House. *Action: Laura E to look into alternative venues for the November 7th Annual meeting and report back to the Board.*

Mike J asked Laura E about the cleaning of the vinyl fence at the entrance of Stardrift Drive. Laura E stated that the contractor had cleaned the fence in its entirety which was verified post-cleaning. The company was not willing to come back out to reclean part of the fence at no charge. Romain T and Dennis S agreed to take another look at the fence to see what could be done alternatively.

Action/Discussion Items

PGC Landscape Maintenance Contract: Laura E presented the 2023 PGC Landscape Maintenance Contract Renewal noting that there is no proposed increase to the base contract, only an adjustment to the cost of the flower rotations of an additional \$1,155. The total for landscaping services is \$101,614.80. *Romain T made a motion to approve the contract renewal as presented. The motion was seconded by Dennis S. and carried unanimously.*

Community-Wide Leaf Removal: Laura E presented the PGC 2023 Leaf Removal Addendum for \$8,000 which includes two – three-day community wide leaf removal collections. Dennis S suggested the Board consider removing this service next year since it is offered by the County for free and could help to offset the anticipated budget increases for next year. Laura E commented that the Board could table this decision for now as the service for this fall was approved in the 2022 budget. The Board tabled their decision and will revisit early next year.

Tot Lot Mulch: Laura E explained that she asked PGC for another estimate for an additional 2" of mulch to be applied at each of the three (3) tot lots. She reminded the Board that 2" was installed at each location earlier this summer but that they were still low and needed additional mulch. Dennis S commented that he also noticed that they were low especially under the swings at each location. He suggested that PGC rake these areas and pull excess mulch to fill in low spots and that we wait until next spring to add additional mulch. Raj S suggested that the tot lot mulch be added to the Landscape Maintenance Contract with PGC to be done annually each spring. The Board agreed unanimously. *Action: Laura E to reach out to PGC to see if the tot lot mulch can be added to the maintenance contract and report back to the Board at the October meeting.*

Snow Removal Contract Renewal: Laura E presented the 2022-23 Snow Removal Proposal from Todd Greenstone explaining that the contract pricing is based solely on time and materials noting that they have kept their pricing very competitive. *Dennis S made a motion to approve the contract renewal as presented. The motion was seconded by Romain T and carried unanimously.*

2023 Pool Management Contract: Laura E presented the Pool Management Proposal from RSV Pools for the 2023 Season. Due to the multitude of issues this season, the Board wishes to bid this service out for next year and has tabled this until late winter/ early January. *Action: Laura E to obtain two additional proposals for pool management.*

Pool White Coat Proposal: Laura E presented a proposal from RSV Pools for a new white coat. At the August meeting, Laura was asked to look into the prior white coat proposal from High Sierra Pools to determine the warranty period. Laura E confirmed that the work was done in 2018 and carried a 14-month warranty. Raj S commented that the pool may not need a full white coat as we may be able to patch the hollow areas and extend the life of the white coat. It was decided to table this matter until we can get a second opinion on the current state of the white coat and additional proposals.

2023 Draft Budget: Laura E provided an overview on the first draft of the 2023 Operating Budget. The proposed budget called for a \$10 increase to the monthly assessments. This is in large part due to do a significant increase to the annual Reserve Contributions as recommended in the updated study done in 2020. The Board reviewed each category of the budget for possible reductions and concluded the following:

- Reduce Bank Charges from \$500 to \$250
- Reduce Bad Debt Expense from \$4,000 to \$2,000
- Reduce Misc. Administrative from \$7,584.75 to \$4,000
- Reduce Electricity from \$2,200 to \$1,000
- Increase Pool Management from \$88,851 to \$89,000
- Reduce Pool Repairs from \$4,400 to \$3,000
- Remove Pool Supplies of \$1,000
- Reduce Pool Telephone from \$1,200 to \$1,000
- Reduce Pool Water from \$8,000 to \$6,000
- Reduce Pool Pass Printing from \$1,500 to \$1,000
- Reduce General Repairs & Maintenance from \$2,000 to \$1,000
- Reduce Electrical Repairs from \$1,000 to \$500
- Increase Landscape Other from \$3,714.38 to \$4,000
- Reduce Fence Maintenance from \$1,000 to \$500
- Remove Janitorial Services of \$1,500
- Reduce Reserve Contributions from \$70,901 to \$40,000
- Reduce Transfer Interest to Reserves from \$5,888 to \$4,000

****Note the Board also approved adding 2” of mulch replenishment for the tot lots to the annual PGC Maintenance Contract**** This is estimated at \$4,400.

After all changes have been made, we project the increase being reduced to an additional \$2 per month, per home.

Committee Reports

ARC Committee: No report presented.

Social Committee: No report presented.

Adjournment

There being no further business Dennis S made a motion to adjourn the Board meeting to Executive Session at 8:52 pm, Raj S seconded the motion. All were in favor.

Respectfully submitted by Laura Etchison

Minutes approved by the Board of Directors at the October 3rd Meeting.