

Neely's Canyon
HOA Board Meeting Minutes
August 22, 2016
7:00 p.m.

1. **Call to Order** – Michael VanSickle called the meeting to order at 7:00 p.m. Cathryn Smalley, Summer Smith, and Sally Drews were in attendance. Mike Hill represented Granite Properties.

2. **Old Business**
 - a. Pool Maintenance – Pool and equipment maintenance is performed three times a week during the peak season (Monday, Wednesday, and Friday) and two times a week during the off-season. Residents and board members will monitor if cleaning services are being performed as expected, and will report to Mr. Hill. Mr. Hill will follow up with the manager if cleaning services do not improve.
 - b. Clubhouse Rental Agreement – The revised rental agreement was mailed to residents. The clubhouse can be reserved by homeowners, and is separate from pool usage. For convenience, Mr. VanSickle will have a key on-site for homeowners who rent the clubhouse.

3. **New Business**
 - a. Annual Tree Trimming – The annual tree trimming service is in progress. The dead tree between building 3 and 4 was removed.
 - b. Drainage Improvements to Building 11 – Mr. Hill is receiving estimates for extending the asphalt berm to divert water down the driveway and in between building 9 and 10. The board will review the estimates and vote on extending the berm.

4. **Manager's Report**
 - a. Maintenance Position – Zack Machen is the new maintenance man.
 - b. Financial Update
 - i. The end of month operating account for July was \$672.01
 - ii. During the month of July, the total assessment income collected was \$24,351.00 about 10.94% below budget
 - iii. The total operating expenses were \$28,142.42.
 - iv. The reserve account currently stands at \$24,214.77.
 - c. Collections Update – Mr. Hill reported on the status of delinquent homeowner dues. The board motioned to foreclose on a unit unless payment is made by August 31.

5. Owner Suggestions and Recommendations

- a. Water Heaters – it was recommended for residents to check the life of their hot water heater and to perform yearly maintenance.
- b. National Night Out – National Night Out will be Tuesday, October 4 at the Clubhouse. Communication about the event will be posted at mailboxes and sent to the Yahoo email group.
- c. Crime – As a reminder, and due to recent break-ins, do not store valuables in the carport storage units. If light bulbs are out in the carports, report it immediately to Granite Properties so they can be promptly replaced.
- d. Building Maintenance – A resident asked about the status of building maintenance. Due to recent expenses, building maintenance has been put on hold.
- e. Clubhouse Cleaning – A resident asked if the clubhouse is regularly cleaned. Mr. Machen lightly cleans the clubhouse; however, floor and deep cleaning will need to be schedule through Granite Properties.
- f. A homeowner requested that the lattice on the patio of a unit be removed.
- g. Coyotes – Recently, there have been sightings of coyotes on the property. It was recommended to discourage coyotes by hazing – yelling and making noise – to prevent the coyotes from being habituated.

6. Adjournment – Mr. VanSickle adjourned the meeting at 8:12 p.m.