**MINUTES of the MEETING of the BOARD OF DIRECTORS OF THE WHITEHAWK RANCH TOWNHOME OWNERS’ ASSOCIATION**

**May 13, 2024 (approved 06-17-2024)**

1. **Call meeting to order.**

A regular meeting of the Board of Directors for the Whitehawk Ranch Townhome Owners Association was held at the community center at Whitehawk Ranch and also via ZOOM teleconference on Monday, May 13, 2024, beginning at 1:00 p.m. pursuant to the written Notice of Meetings. Directors Lisa Laughlin, Bob Danielson, Penny Popken, and Nancy Johnson participated via ZOOM. Jean Bonander was absent. Bob Danielson called the meeting to order at 4:00 p.m. Joleen Cline served as the recording secretary.

1. **Public Comment (for items not listed on the agenda – limit 5 mins each)**

Joleen reported the Board received a letter of resignation from Jean Bonander. The Board accepted her resignation and wished her all the best and thanked her for her wonderful service to the community.

The TOA Board will be hoping to fill 3 two-year term Board positions, and 1 one-year term position at the annual meeting in August.

**3. Approve Minutes of the Regular Meeting from March 26, 2024**

 ***After review, upon motion duly made, seconded and unanimously carried, the Board approved the minutes of the March 26, 2024, Board Meeting as presented.***

1. **Association Business**
2. **Consider and approve bid for stump removal**

Penny reported a large Aspen tree came down at Wendell Rasmusen’s home. The stump has been completely uprooted with the tree. It is outside of Lowell Young’s normal contract to remove this downed tree. He has asked for approval of an additional expense of $150.00 to remove the downed tree and $100 to dispose of the uprooted stump.

***After review, upon motion duly made, seconded and unanimously carried, the Board approved the expenditure of up to$ 250.00 to remove the uprooted tree and stump as described.***

1. **Consider and approve contract for deck resealing – decks previously sealed with non-pigmented product**

***After review, upon motion duly made seconded and unanimously carried, the Board approved the proposal submitted by A. A. Knudsen Painting to pressure wash and apply one coat of Sikkens SRD natural to all sanded areas of the front and back decks of the following addresses: 3 and 82 One Horse Way, front porch only of 62 One Horse Way; 5, 13, 21, 29, 87 and 95 Deer Creek Crossing front porch and back decks. Total cost not to exceed $14,050.00.***

Lisa asked if members could opt out of having their decks re-sealed. Penny suggested the Board not allow folks to opt out because two years from now, they may want it done and we may not have a contractor available at the current group rate proposed.

Dawn Colvin asked if the contractor is only doing portions of the decks that need to be treated. Nancy reported a light sanding will be done where needed, as assessed by the Contractor. The entire deck will be sealed.

Lisa reported most of the TOA decks have been sealed with pigmented stain. Those decks will be lightly sanded where needed and the whole deck completely re-sealed.

What was approved today effects owners who have sanded and re-sealed their own decks with a non-pigmented product. Andy Knudsen will lightly sand where needed and re-seal those decks with a non-pigmented product.

Terri Martin asked about using a more transparent sealer for all the decks. Nancy reported the Board has allowed owners (at their own expense) to have their decks sanded and re-sealed with a more transparent product.

1. **Consider budget for entry wagon seasonal flowers**

Penny reported there are 10 to 12 pots inside the wagon. She would suggest the board approve a budget of $200.00 to add seasonal annuals and perennials to the pots in the wagon on Whitehawk Drive. Penny reported the Master HOA paid to have the wagon repaired last year.

***After review, upon motion duly made, seconded and unanimously carried, the Board approved the expenditure of up to $200 to purchase seasonal plants to be installed in the entry wagon.***

1. **Consider and approve ARC Guidelines for submittal to Master HOA**

See item 6a below.

1. **Discussion and response to Farmers Insurance Inspection Letter**

Steve Buchanan introduced himself and explained how the Whitehawk TOA ended up on his book of business. Steve reported there recently was an inspection by an agent contracted by Farmers to help mitigate potential losses.

A loss control letter was received and distributed to the Board by Joleen. The loss control letter requires a response from the Association. Steve reported the Board should respond within 60 days. The insurance agency is going to want a description of all maintenance activities that have been completed and he suggested we include photos. Steve suggested the Board consider that they are working to build a case for the insurance renewal next year.

Steve reported Farmers Insurance currently has a freeze on habitational policies right now. There are folks who left farmers voluntarily and now they can’t come back in. Steve stated the loss control letter asked that all open flame BBQ’s or fire pits be prohibited. The Board stated that charcoal had already been banned within the TOA area.

Steve reported they are finding that fires often are started due to open flames on elevated platforms, such as a deck. Steve suggested the Board take action notifying owners BBQs must be more than 10 feet away from an overhang.

Penny reported the TOA is already removing dry leaves and pine needles on an ongoing basis. Steve suggested the Board take photos to show the pine straw removal. In addition, they do not want trees touching each other or overhanging roofs.

Lisa asked if people would rather switch to an electric BBQ or pay an insurance rate of 5 – 9 times what they are paying now. In order to get a renewal offer, we need to comply with the loss control letter. We should do everything in our power to comply with the letter in order to have the best chance for a renewal.

Nancy reported she has had to work through these issues in her own business and ended up with 9 separate policies in order to maintain the appropriate amount of coverage.

Penny suggested the Board set an appointment with Dale Hastie to devise a long-term plan to address the tree issues.

Steve reported he is willing to attend a meeting in person if needed to help the Board navigate this issue.

Penny volunteered to reach out to Bob and Dale Hastie to work on a plan.

Joleen reported she will work with Lisa Laughlin on verbiage for an updated policy regarding Barbeques.

1. **Update regarding driveway drainage issues and cement walkway replacements**

Nancy reported Bob Danielson has been working on this item and he is not present today. Joleen reported the Board received a letter from Bill Davis regarding his walkway.

Joleen reported she believes the next step is to request bids from contractors for channel drains and walkways that need to be installed and replaced.

1. **Financial Reports**
2. **Financial Reports**

Joleen distributed copies of the financial reports for the period ending 04/30/2024 via email prior to the meeting. Copies of the financials are also available for review at www.whitehawkranch.org/toa.

Joleen suggested the Board consider purchasing two $100,000.00 short term CD’s (3 months, and 6 months). The rates available are currently over 5%.

*After review, upon motion duly made, seconded and unanimously carried, the Board approved the purchase of two $100,000 short term CD’s.*

1. **Reserve study – pending**
2. **Update on landscape, roof top cleaning, and deck re-sealing projects.**

Penny reported Lowell started a month ago and discovered 2 water leaks when he charged the irrigation system. One of the breaks was likely caused by snow removal equipment.

Alec Dieter planned to remove pine straw off the roofs last week. She will confirm that he was able to complete it.

Dawn Colvin reported Alec missed some of the pine straw on her roof.

Joleen reported the deck resealing project is starting this week. She is reaching out to members ahead of Chris’ arrival to ask them to move all personal property off their decks. Chris has also spoken with some members directly and scheduled a few decks himself as well.

1. **Ad Hoc Committee Reports**
2. **Policies and Practices Guidelines for Future Improvements**

Lisa reported the committee wanted to publish guidelines for the items that people most often submit requests for such as adding steps off the back deck, etc. She submitted the draft TOA guidelines to the master association ARC. The ARC Committee reported back that they would like the TOA to go through the CC&Rs and write guidelines for all ARC related items already mentioned in the CC&Rs. She asked if the TOA should write guidelines for CC&Rs that are likely to be changing soon. The master ARC Committee is waiting for the TOA and Hawk Ridge Guidelines so they can send the complete document to the master association attorney for review.

The HOA suggested that the entire Whitehawk development use one set of universal ARC forms to simplify things for everyone at Whitehawk.

Lisa suggested that she reach out to Bob Danielson and Doug Hecker to complete this project. She did not expect to have to change direction completely. She had through they might just send back recommendations for minor edits.

Nancy suggested that Lisa draft a letter from the Board regarding a deck that was modified without prior approval. Nancy reported that this situation could warrant that the modification be removed and returned to the original design.

Lisa reported she would share the email response from Bob Simpton.

1. **CC&Rs/Bylaws Update Subcommittee**

Penny suggested the sub-committee reach out to Jean to determine the next steps.

1. **Directors Reports/Announcements – For Information**

Lisa reported she will not be able to attend the annual meeting this year. The next regularly scheduled TOA meeting is scheduled for Monday, July 8. Nancy reported she will be absent from the meeting on July 8. The Board decided to plan for regular Board Meetings in June, July, August and Sept.

1. **Future Agenda Items**

The reserve study, and the response to the insurance letter.

1. **Adjournment of Meeting**

***After review, upon motion duly made, seconded and unanimously carried, the meeting was adjourned at 2:42 p.m.***