

SIERRA SPRINGS OWNERS ASSOCIATION
Board Meeting Minutes
January 17, 2024

Call to Order: The meeting was called to order at 6:30 pm.
M/S/C Petersen/Brown

Board Members Present: Cathy Petersen, President, Tom Brown, Vice President, and Scott Wheeler, Director.
Lynda Cardwell, Secretary attended via Zoom.

Approved Agenda:
M/S/C Petersen/Brown

Meeting Agenda

The Board will adopt the agenda and approve the consent calendar with one motion. Any Board or Association Member may request an item on the consent calendar be moved to the Association calendar for discussion.

Executive Meeting was held on Wednesday, January 3, 2024

Items of Discussion:

Disciplinary action on two members, Architectural applications, Collections, CC&R violations/fines, grandfathering merged lots & bad debt write-off, personnel matters, bids for installation of the Lodge Office split unit and bid to remove large pine tree in 7 acre greenbelt.

Approved Executive Meeting Minutes: Petersen/Wheeler 4-0 Motion carried

APPROVE MINUTES FROM: December 13, 2023

Cathy Petersen made a motion to approve December 13, 2023 Minutes. Tom Brown seconded the motion.
M/S/C Petersen/Brown 4-0 motion carries

CONSENT CALENDAR: Cathy Petersen made a motion to approve the Consent Calendar. Tom Brown seconds the motion.

M/S/C Petersen/Brown 4-0 motion carries.

Collection Accounts: Unit & Lot # 004-305, 004-376 & 022-067 Lien & Hold.

Bad Debt Write-Offs: Unit & Lot # 24-203 = \$799.50

Grandfather Merged Lots Unit & Lot # 24-203

Impose Disciplinary Action for Fire Violations: None

Remove Disciplinary Action for Fire Violations: None

Impose CC&R/Rules Violations: Unit & Lot # 22-159

Bid: Received bid from A-Team Tree Service to cut down large dead pine tree in the 7 acre greenbelt, chip slash & remove logs from greenbelt in the amount of 2,800.

OPEN FORUM: None

Manager's Report presented by Shelly Thompson:

- The Board approved the purchase of a new commercial printer from Carbon Copy which has been installed and is working great.
- A-Team Tree Service removed a bark beetled pine tree at the Wisteria Pool and cut down one maple tree inside the Lodge pool area because the tree was damaging the pool decking.
- Contacted four Contractors to replace dry rot on the lower portion of the Maintenance garage siding. The new siding will need to be fire resistant. Also, getting bids to replace portions of the Lodge siding with fire resistant siding. Out of the four Contractors, two submitted a bids, one Contractor had to reschedule until next week and one was booked for the year.
- Currently working on a Worker's Comp Audit. 1099 information is not available at this time. Once the information becomes available, I will complete the audit.
- The next Board Meeting is on Valentines Day. Discuss rescheduling the Board meeting to another day.

Treasurer's Report 01.17.24, December 2023 Financials - Cathy Petersen reported:

The December Financials 12.31.2023 Bank Account Balances are:

Operating Account:	\$ 23,981.15
Capital Reserve:	\$ 59,975.87
Forest Fund:	\$ 72,358.86
Road Fund/Edward Jones	<u>\$292,602.85</u>
TOTAL:	\$448,918.73

The December monthly financials show that the Association ended the 2023 calendar year with a \$45,131.57 Income Revenue Surplus. 100% of this surplus was funded by payments from accounts in Collections and payment of Violations. Many of the Collection Accounts had Violations. Funds were collected from properties being sold and Owners either wanting out of Collections or avoiding Collections.

2023 ended with Administrative Expenses \$8,165.97 under budget. Almost all categories were under budget. Two categories - Events and Office/Administrative Expenses, significantly exceeded their budgets. Events were \$1,817.43 over-budget and Admin was \$4,619.22 over. Every event was over and the Christmas Event which was not budgeted cost \$949.77.

Utilities for 2023 exceeded the budgeted amount because the phone charges were double what was expected. Cancelling the fax, pools, garage and kitchen lines will reverse that for 2024.

Payroll, Fire Safety, Exterminating, Pool Costs, Security Monitoring, Facility Maintenance and Insurance were all under budget. Net result was 2023 Expenses were \$24,913.42 under budget.

Reserve Accounts' spending in 2023 was \$198,236.88. Majority of the Reserve Funds were spent on Wisteria Pool Drainage (\$42,685), Snow Removal (\$26,329), Fire Mitigation (\$41,987), Pool Resurfacing (\$30,958) and Electrical (\$40,122).

Collection of past due accounts continues to be a top priority. In January 2024 three (3) Collection Accounts paid in full and three (3) Properties were submitted to Collections. In addition, Thirty (30) Accounts are being sent past due letters this month because they are 3+ quarters in arrears. These numbers do not include 2024 1st quarter dues.

The total outstanding amount due to the Association is \$232,038. Approximately \$96K of this amount is in Collections. Of the 26 Properties in Collections: Five (5) have deceased owners; two (2) are on payment plans; two (2) in Bankruptcy and one (1) in Escrow.

SSOA received an Engagement Letter from Shaw Accountants for the 2023 Financial Review and filing of the 2023 Federal & State Tax Returns. Total cost: \$2,300.

Cathy Petersen

A01-01 – Office Mini-Split - Received bids to install mini-split heating and air unit in office that was previously purchased from Home Depot. Several HVAC Contractors will not warranty a unit that they did not sell to us. After further discussion, Association Manager, Shelly Thompson will get bids to purchase and install mini-split unit from HVAC Contractors and report back to the Board. Carry item over to the next Board Meeting.

A01-02 – Collection Accounts – Discussed proceeding with collections on Account 002. Cathy Petersen made a motion to continue a lien & hold on account. Tom Brown seconded the motion.
M/S/C Petersen/Brown 4-0 motion carried

A01-03 – Stop Fire Fine – Stop Fire fine on Unit & Lot #25-224 effective 12.01.23. A balance of \$200 will remain on account. Cathy Petersen made a motion to stop the Fire fine. Scott Wheeler seconded the motion.
M/S/C Petersen/Wheeler 4-0 motion carried

Fire Safety Committee: See attached Fire Safety report submitted by Kay Campbell.

Road Committee: Bill Campbell will contact The Sandman to view the culverts in need of repair and report back to the Board.

CC&R Committee: Progress being made on CC&R's.

Events Committee: The next event will be the Easter Pancake Breakfast & Easter Egg Hunt on Saturday, March 30, 2024.

Cathy Petersen made a motion to adjourn the meeting at 7:04 pm. Tom Brown seconded the motion.
M/S/C Petersen/Brown 4-0 motion carried.

