

**Linwood Heights Board of Directors Meeting**  
**Wednesday, January 26, 2022**  
**Virtual Meeting via Zoom**

**Attendees**

Board Members present: Randy Schaal (President), Adam Graff (Vice President), Lillian Ostrach (Secretary), Jim Gibson (Treasurer), Members at large: Janean Quigley, Bryan Randall, Gabe Epstein

Property owners present: Odie Christensen, Greg Hartman, Judith Lukas

**Call to Order** – Randy

Meeting called to order at 6:01pm MST.

**Property Owner Concerns**

None noted.

**Approval of minutes** from 27 October 2021 – All

Motion to approve 27 October 2021 meeting minutes made by Lillian, Bryan seconded. All Board Members present voted in favor; motion carried.

**Electronic Action Report** – Lillian

Summary of actions taken electronically since the last quarterly Board meeting

- Lillian had communications with several prospective buyers, realtors, and title companies regarding a few properties for sale; correspondence with property owners regarding contacting HOAMCO for various needs; letter prepared to be sent to new owner of Lot 63 to obtain signed Acknowledgement of Receipt
- Annual Firewise survey sent to property owners
- Board discussion about the recently recorded amended CC&Rs neglected to include the language from the 2018 amendment specifying minimum square footage of primary dwellings, which was not intended to be removed and still stands as part of the CC&Rs
- Board discussed an alleged violation (RV/trailer parking) and how to proceed in the future with repeat violations of this type, specifically from the same individuals
- Lillian discussed HOA requirements in the CC&Rs with property owners who are planning to develop their empty lots

### **Financial Report – Jim**

Again, not much to report because HOAMCO continues to do a good job and finances are in good order. Two property owners have not yet paid their annual assessments and Jim has now made phone calls to them, so we expect prompt payment soon.

Jim mentioned that as the Board plans for the upcoming road repairs later this year, we should also discuss the impact of this large expenditure on the reserves. At this time, he believes that raising the annual assessment again by a modest amount would be best to maintain the healthy reserve account and minimize substantial assessment increases over time for future costs (notably the road repairs in the future).

Lillian asked Jim about the Maintenance Supervisor and Secretary salary payments, which have not been received. Usually these payments are made in the Fall, after the annual assessments are due. Jim will investigate this matter and direct HOAMCO to cut the checks as soon as reasonably possible.

Lillian made a motion to approve the financials as discussed by Jim; Janean seconded. All Board Members present voted in favor; the motion carried.

### **Maintenance Report – Odie**

The maintenance coordinator looks after maintenance at the four community-owned parcels, most importantly Jesse Gregg Park. Following is an update of primary activities since the October 2021 LHHOA Quarterly Meeting.

The road in Jesse Gregg Park is closed to motor vehicle traffic until April 1. The “No Public Snowplay” signs are posted at the entryways.

Deep Roots Landscaping continues to provide excellent service in attending to the dog waste stations along Fremont Boulevard twice monthly. The contract with Deep Roots is up for renewal on April 1.

Repair work proposed for the road in Jesse Gregg Park last fall was not approved. The topic will be revisited when the road is reopened in the spring. Guidance from the Board is important. At the last meeting, two Board members had mentioned they had preferred contractors whom they would like to recommend for consideration, so please send that information to Odie in advance of the April 2022 meeting so he can contact them and obtain bids. Additionally, the initial estimate for road repair presented last seemed more than the Board wanted to consider due to high cost. Odie asked the Board to consider and discuss what they believe is a reasonable budget so he can then speak with the contractors about their recommendations as well as request a not to

exceed bid. Odie will speak with Randy in March to obtain proposals that are meaningful and useful. Lillian again mentioned that it would be good to know the timescales and proper maintenance that should be done on the road and if someone could come speak at a meeting. Odie said that shouldn't be a problem and alternatively we could ask our property owners Mr. Cortez or Mr. Drago for their recommendations and advice since they're experts and have experience. Randy said the last time the road work was completed was in 2012 by KCS and so it is probably reasonable to assume a timescale of 10 years between major road repairs.

Over the past summers, two Austrian Pines on Association parcel B died due to drought stress and bark beetle infestation. As recommended by an arborist, we have placed mulch around the remaining trees. A spring question for the Board: should these trees be replaced? Replacement will require installation of an irrigation system to support the trees until they are established in several years. If the Board decides the trees should be replaced, should they be replaced with Austrian Pines or Ponderosa Pines, which may be more durable.

Janean asked more specifically where the trees were located and mentioned that the dog waste station is somewhat buried in the trees now that they have grown. She raised the question do we need to prune the trees and/or do we need more trees there? As a follow up, Bryan asked about the north entrance to the community and if there is an irrigation system there? Odie indicated that there are remnants of an irrigation system likely from original neighborhood development and it does not work.

Gabe asked several questions about the road maintenance and the trees on parcel B. He expects to have a few potential contacts for road maintenance contractors after speaking with people at work. He also asked whether we have a strong relationship with a nursery, such as Warner's, for purchasing replacement trees if the Board decides to go that route. He mentioned that purchasing large trees as opposed to smaller trees would decrease the number of years of irrigation needed but the large trees would cost more.

Randy made a motion to approve the Maintenance Report, Bryan seconded. All Board Members voted in favor, and the motion carried.

**Firewise Report** – [vacant; given by Odie]

Phyllis put the following information on the website since we still need a Firewise Coordinator: The Linwood Heights HOA is looking for an Association member to serve as Firewise Coordinator. Linwood Heights has been recognized as a Firewise USA community but maintaining community resistance to wildfire is a continuing challenge. The responsibility of the Firewise Coordinator is to lead the Linwood Heights Firewise Committee in organizing a year-round program of community communication, education, and encouragement. In Linwood

Heights, primarily this means encouraging owners to thin trees, remove flammable materials from around homes, and consider landscaping or home improvements to make properties more fire resistant. The committee should organize at least one community education or work-day event each year. Interested? Please contact through the website.

Lillian asked about the overall estimated time involvement for this position to advertise it over email as discussed at the last meeting. Odie said to expect 1-2 hours a month at most and a couple of days of effort during the summer to organize the annual event. Janean agreed and mentioned that the time is often at a person's choosing and the groundwork is set such that the Number of hours 1-2 hours a month at most, a couple of days during summer organizing a big event. Time at a person's choosing, groundwork is set.

The Firewise Committee conducted an online survey of Linwood Heights property owners soliciting information about expenditures of money and time dedicated to reducing the risk of wildfire on their properties. Thanks to Martos Hoffman for developing the survey and collecting the results. Responses received from 53 property owners reported expenditures of \$97,793 and contribution of 2219 hours of personal time (valued at \$60,366) for the 2021 program year.

After some more discussion, property owner Judy Lukas volunteered to be Firewise Coordinator provided she receives some initial help to get acquainted with the program. Thank you, Judy!

### **Old Business**

None noted.

### **New Business**

The Board discussed resubmitting the corrected CC&Rs with the 2018 amendment text. By some accident the complete text of the 2018 amendment, which governs minimum square footage requirements for new builds of primary structures, was not included in the revised version of the CC&Rs and none of the Board members or property owners noticed during review. This amendment is still in place and ratified and therefore the text needs to be included in the most recent version of the CC&Rs. Because this mistake is unrelated to a new change and reflects a previously passed amendment that still is in effect, the Board agreed that no additional vote by the property owners is required. The text of the amendment will be duplicated into the CC&R document as the other amendments were, and Randy and Lillian will work together to get it notarized and recorded.

Bryan made a motion to copy the text of the 2018 amendment into the 2021 CC&R document and proceed through the steps to get it recorded with the County, Gabe seconded. All Board Members present voted in favor; the motion carried.

### **Quarterly Meeting – Tentative Dates**

The next quarterly meeting will be held virtually in April 2022. Lillian will send out a Doodle poll within the next week to the Board of Directors to select the date that works best for the upcoming quarterly meeting. Once the date is selected, the webpage will be updated with this information and early notice emailed to the membership. Zoom connection information will be emailed to Board Members and the property owners as the meeting date approaches.

### **Meeting Adjournment**

Bryan made a motion to adjourn the meeting, Jim seconded; all Board members present voted in favor. The meeting adjourned at 6:52pm MST.

Minutes prepared by Lillian Ostrach, Secretary.