

**Linwood Heights Board of Directors Meeting**  
**Wednesday, October 27, 2021**  
**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, Sara Gibson

**Call to Order – Lillian**

Meeting called to order at 6:32pm MST.

**Property Owner Concerns**

None presented.

**Approval of minutes** from 22 April 2021 – All

Motion to approve 22 April 2021 meeting minutes made by Lillian, Randy seconded. All Board Members present voted in favor; motion carries.

**Electronic Action Report – Lillian**

Brief summary of actions taken electronically since the last quarterly and annual Board meeting

- Adam and Lillian sent several electronic notifications of alleged violations, all corrected by property owners fairly quickly
- Lillian had communications with several prospective buyers, realtors, and title companies regarding a few properties for sale
- Lillian corresponded with property owners regarding contacting HOAMCO proof of assessment, assessment ledgers for refinances, and how to pay assessments online
- Jim and Lillian corresponded with HOAMCO to fine-tune accounting and disclosure package requests
- Board discussion and decision regarding Jesse Gregg Park closure due to wildfire risk in accordance with the National Forest Service during the summer months
- Board discussion to consider having signs made to explicitly prohibit smoking in Jesse Gregg Park after multiple members emailed after observing cigarette butts on trails.
- Lillian corresponded with several members about concerns about trespassers and their vehicles parked outside of the Jesse Gregg Park gates during forest closures; Lillian spoke with an Officer in public communications and was advised to use neighborly behavior whenever possible (e.g., approach the person and ask if they are a member, are

they aware this area is private property, etc.) but that if a member wanted to report a trespasser, the member needed to have eyes on the person and understand that police response could take awhile

- The Board discussed a request from a member to install a Little Free Library and decided to table the decision to the quarterly meeting

### **Financial Report – Jim**

Not a lot to report; everything is up to date as far as payables. Checking account and reserve accounts are healthy at this time. Since the last meeting, Jim used the HOAMCO-recommended accountant to have the HOA taxes completed, which saved money. HOAMCO provides monthly reports to Jim, and as of the beginning of October there were 10 properties with outstanding assessments (assessments were due October 1). Jim reported three checks were received to the HOA's PO Box and transferred to HOAMCO and would like to remind members that assessments are no longer to be sent to the HOA PO Box.

### **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 July 2021 LHHA Annual Meeting.

Jesse Gregg Park continues to receive heavy use by walkers, runners, bikers and dogs. The Park will be closed to vehicle access from November 1 to April 1. We will post the "No Public Snowplay" signs when snow arrives.

No Smoking signs were posted in the Park, at the request of the Board, when we began finding cigarette butts along roads and trails in the park at a time of extreme fire hazard.

Deep Roots Landscaping continues to provide excellent service in attending to the dog waste receptacles twice monthly. In the summer, this includes servicing dog waste stations as well as the 5 trash receptables in Jesse Gregg Park. In the winter, Deep Roots services only the 5 dog waste stations along Fremont Boulevard. Odie watches the trash cans over the winters and empties them if necessary.

The heavy rain events in July caused serious erosion along the sides of the stairs at the south entrance to Jesse Gregg Park. We had Deep Roots replace the crushed stone with fist-size cobbles. This solution stopped the erosion, while acting as a French drain to accommodate storm water discharge.

Park Toilets – Porcupines continued to gnaw at the wooden side panels of the park toilet structures. I did find an organic repellent (garlic, clove, mint...) that seems to be working. I did not get around to replacing the damaged panels this summer, but will do so next spring, with metal cladding at the bottom. Fortunately, the damage is entirely cosmetic, not structural.

Road Erosion – The heavy rains of July cut numerous gullies up to about 6 inches deep along steeper sections of the road in Jesse Gregg Park. I contacted Eagle Mountain Construction and Kinney Construction Services to provide estimates to repair the damage and complete the overdue road restoration. Eagle Mountain built Linwood Heights and Kinney Construction has completed maintenance on the park road in the past. The companies were asked to estimate work along the 2500-foot steep section of the road, to include reopening clogged culverts, cleaning the ditch, placing aggregate, grading, compacting, and constructing water bars. We received the estimate from Kinney Construction. The day we anticipated the bid from Eagle Mountain was the day of the second major Flagstaff flood event. With that storm, both companies were overwhelmed with critical community recovery work. Eagle Mountain decided not to provide an estimate for our work.

The estimate from Kinney Construction Services was for \$66,756, of which 65% was for material. The Board considered that proposal and decided to not proceed.

The road was still damaged, vulnerable to continuing storm damage, and becoming challenging for vehicle access. Several events were scheduled by residents at the park pavilions. Inaction was not an option. We reopened the choked culverts, cleaned ditches, cut shallow drainage channels to divert water off the road, filled and packed the gulleys, and did our best to smooth the road with a drag harrow. The road is currently stabilized and passable but still deserves proper repair.

Dead Tree – One of the Austrian Pines adjacent to the water retention pond at the south entrance to Linwood Heights died. We had an arborist review the situation. The fundamental cause was drought stress. The tree was heavily infested with pine bark beetles. We removed the tree. The arborist suggested placing mulch around the remaining trees, to give them a little assistance with resisting drought. I placed one load of mulch and will continue to add more along that line of trees. I remind the Board that we lost another tree in that line about two years ago; one that likely died because of a fuel spill on the road. There is nothing more to do now, but this presents the Board with a decision for next spring. We could simply leave gaps in the line of trees. Or the Association could replace the trees, in which case we need to arrange to water the trees for several years until they are established. There is a city water tap and long-idle irrigation valve on the parcel, which I presume was used when the existing trees were planted two decades ago. I suggest you look at the situation and add this as an agenda item for your January meeting.

Discussion: Lillian received an email about a fallen tree across the fence at the back of the park along the west fence line near the southwest corner. Odie was not aware of this fallen tree and will take a look in the upcoming week.

Regarding road repairs, Lillian suggests getting more bids, in addition to speaking with someone from these repair companies about long-term planning to understand about the recommended timeline for maintenance and repair needs on roadways such as this one. For instance, what is an appropriate cadence to plan on minor road repairs vs. major road repairs so the HOA can adequately budget and plan? Randy would like to get three bids if possible and specific recommendations of what needs to be done, in addition to education about actions the HOA might take to limit costly repairs in the future. Odie clarified that the estimate from KCS was for the steep areas only as the engineers assessed that the flat areas of the road are fine. Gabe mentioned that this situation is interesting because most road repairs required similar to the Jesse Gregg Park road are due to vehicular traffic, but our repairs are needed due to severe weather degradation. The real fix will most likely be in diverting drainage and putting in permanent corrugated pipe drainage, if possible. Odie will contact companies in early spring (March) so that bids are available for discussion at the April quarterly meeting.

Action items: Lillian will send an email notice to the membership that the Jesse Gregg Park road is closed to motorized vehicles beginning Monday, November 1, until spring. Lillian will also send an email reminder to members to complete the Firewise survey prior to November 7.

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

Our community is only partly completing the requirements of a Firewise Community. We continue to make Firewise information available to members on the website, and residents are making a commendable effort to remove fuel from around properties. Firewise normally expects that communities will organize some sort of community event – a workday or education event as we did in 2018 and 2019 – to engage community members more fully. Because of COVID, Linwood Heights and other communities have chosen not to conduct in-person events, and Firewise has been understanding. We are still looking for a Linwood Heights Firewise coordinator, whose primary responsibility will be to organize an event for the summer of 2022. To complete our renewal application, we need an estimate of the amount of time and money Association members committed to making homes and properties more fire resistant. Martos Hoffman created an online survey, which has been distributed to members. PLEASE take a few minutes to complete the survey soon.

**Old Business**

None discussed.

## **New Business**

Little Free Library request: Bryan reminded the Board of the need to revisit the Little Free Library request from a member. To refresh the Board, Lillian summarized the email correspondence that a member asked if a Little Free Library could be installed, and the Board initially discussed the matter over email and decided to table a decision to this meeting. The Board discussed that while several Board members do appreciate the Little Free Library concept, the overall opinion is that installation of these objects in the neighborhood would not be acceptable. There are concerns about increased traffic to the specific property (and any others that would choose to install) and safety issues were discussed, specifically that our neighborhood has no sidewalks and limited street lighting.

After discussion, Adam moved to object to installation of the Little Free Library in this instance and in the future for the HOA, Bryan seconded that motion; all Board members present voted in favor and the motion carries.

Selection of President: Randy stated he is willing to serve as President if someone volunteers to replace his role as Vice President. Adam indicated he was willing to serve as Vice President in this scenario. Bryan made a motion to accept Randy as President and Adam as Vice President, Gabe seconded; all Board members present voted in favor and the motion carries. Congratulations to our new Board President and Vice President!

Jesse Gregg Park road repairs were discussed during the Maintenance report.

## **Quarterly Meeting – Tentative Dates**

The next quarterly meeting will be in January 2022, possibly virtual. Because of recent changes to several of the Board members' schedules, meeting the third Thursday of the month no longer is possible. Lillian will send out a Doodle poll within the next week to select the dates that work best for the upcoming two quarterly meetings (January and April 2022). Once those dates are selected, the webpage will be updated with this information and early notice emailed to the membership. Furthermore, the Board will likely hold fully virtual meetings for the foreseeable future because of the convenience and we plan to consider a hybrid meeting option for the annual meeting in July 2022.

## **Meeting Adjournment**

Lillian made a motion to adjourn the meeting, Bryan seconded; all Board members present voted in favor. The meeting adjourned at 7:37pm MST.

Minutes prepared by Lillian Ostrach, Secretary.