Minutes of Meeting

HOA Board Canoa Estates II

Date: December 2, 2024
Time: 3:00 PM

The meeting was called to order by President, Art Graveley at 3:00 pm

Board members present were: President Art Graveley, Vice President Conrad Bye, Treasurer Dick Kilbride, Secretary Pat Edwards, and Maintenance Chair Wes Elder

Minutes from September 16, 2024, meeting were approved. Motion for approval made by Pat Edwards and seconded by Art Graveley. All were in favor.

Treasurer's Report: Dick Kilbride

Dick provided financials based on the end of October, as bank statements for November are not available yet. He noted that the only item in accounts payable is the landscaper invoice.

Additional maintenance costs were for removing the dead tree on Zanco.

He has estimated end of year costs (December) for the landscapers and utilities, leaving approximately $40,800 in cash available. He recommends we move $12,400 of these funds to the road maintenance account.

He estimates that we have sufficient funds in our road maintenance account unless there are any changes in the road maintenance schedule. Roy Morrison estimates road work will not need to be done until 2030.

Resident question: Who is Roy?

Pat responded that Roy is a resident who is a road engineer. We are fortunate to have his expertise as a resident.

Resident question? Would the funds for fixing the path by flagpole be part of road maintenance.

Art responded that no, any funds for that work would come out of operational costs.

Conrad made a motion to approve the Treasurer's recommendation to allocate $12,400.00 from remaining operational costs into the Road Maintenance Fund by December 31st. Pat seconded the motion and all were in favor.

Resident comment: A neighborhood in one of the Desert Hills has an $8K assessment for all residents because they didn't have enough funds to cover road work.

Conrad made a motion to approve the Treasurer's Report, Wes seconded, all were in favor.

Old Business:

1. **Monument Painting. Art Graveley**

The work for the monument is all done and comments have been overwhelmingly positive. Cost was $904.00

There were no questions.

2. **New signs on path in lieu of repair. Pat Edwards**

Noticing that the path needed repair, we requested estimates for work. Estimates came back ~$40K. Since that is way too high, we decided to post signs until/if we come up with a solution to repair the path. These costs include removing the current asphalt. Estimates are high because they cannot get equipment into that area and the work would have to be done manually.

Resident comment. Understand the costs is very high, but even with the signs the HOA has a potential for liability.

Resident question. Can we remove the asphalt and let it return to dirt, put some railroad ties for steps? Art responded that most of the costs in the estimates we received were for removing the asphalt.

There was some discussion about use of the path whether by residents or others. Many people in the room use the path consistently.

New Business:

1. **Approve the 2025 Budget. Dick Kilbride.**
The board has already reviewed and approved the 2025 budget. There will not be an increase in dues the coming year. There will be an increase in the percent of dues that gets allocated to the Road Maintenance Fund.
There were no questions.
Pat made a motion to approve the 2025 budget, seconded by Wes. All were in favor.

2. **Approve the new landscaping contract. Art Graveley**
This new contract is for three years. We had three bids from landscapers and approved Linda's Landscapers again. Annual cost $35,000.00 for 2025,2026 & 2027.

Conrad made a motion to approve the new contract, seconded by Wes. All were in favor.

Resident question: Melinda Aigner noted that the landscapers consistently miss trimming the shrubs near her house that abuts the common area.

Pat noted that we should put something to indicate the common area there, so it's easy for the landscapers to know how far to work. Wes added that he will take a look and let Jose know.

Art wanted to note a change in the invoice process. Invoices will be sent to the HOA email address. When received the Secretary will send to the board. Wes will approve and give a hard copy to the Treasurer, who will cut a check. If Wes is away, whoever is designated to sub for him while he is away will approve and give a hard copy to the Treasurer.

3. **Update Architecture Inspection Form. Art Graveley**

Art recommends we add specific language to the Architecture Inspection form to indicate when any issues found must be correct. Language similar to "must be completed within six months of closing date or be subject to fine as noted in the AGR."
This document goes to the title company with our returned demand sheet, so a copy is available to the current homeowner and the new resident.
Pat will make the form change and get to Peg O'Connor who maintains the document.

There were no questions.

4. **Closing off Urbano to cross-traffic. Art Graveley**
   Art reviewed the work we done last year by visiting Villas West and doing a resident survey to see the need for putting a gate or barrier at the top of Urbano to reduce traffic and speeding. The response from the survey was to do nothing. Because our roads are private, we can do this, but we must notify emergency services: fire, police, so they know they cannot cut through. Villas west has gates and emergency services all had keys to gate.

   There was a lot of discussion about the problem and some solutions.
   Art recommended we do a traffic survey/count before we do anything. He is working to find a way to rent a counter system.
   Pat will email the residents to see if we have anyone with camera system we might be able to use.

5. **Board positions for next year. Pat Edwards**
   There will be two board positions open for election at the start of next year. If anyone is interested, please contact any board member. Pat noted that she had one resident respond with an interest.

   Resident question: Which board positions will be open?
   Pat responded that you only run for a position on the board. Once elections are completed the board gets together and determines who will take which position.

6. **Financial review of HOA. Art Graveley**
   Art has identified residents Barb Southards and Ed Stamy to complete the annual financial review. The review is scheduled for February 11th 2025. This will allow the Treasurer enough time to close the year and send out HOA dues invoices.

   There were no questions.

Committee Reports:

Maintenance: Wes Elder
The crew is all caught up on the extra weed clearing from summer.
They worked on Thanksgiving, with our approval, to have a long weekend.
Starting this week will start on Esternino on shrubs and weekly work their way up through the streets.
They have a standing order to remove dead stuff and to work the common areas 10 feet from property. If anything further or special is needed they will consult with the Maintenance Chair.

Maintenance extra for removing the dead tree on Zanco was put out to bid and done by Mochomo's Landscaping.
Glad we now have a three-year contract with these landscapers. Jose does a good job leading his crew.

Resident Melinda Aigner reiterated that the common area near her home up to the retaining wall needs to be done.

Architectural: Peg O'Connor
No report.

GVC Committee: Pat Edwards
No report, their next meeting is mid-December.

Social Committee: Cindy Elder.

The only social we have had since the last board meeting was a Thirsty Thursday on October 17th. Which was attended by about 25 people.
Cindy asked if we could we look at having a back-up room for all events—mostly due to the impact the wind has even when the temperature is nice.
Pat responded that she could request a room for each area set in the picnic area, but doing that can also limit dates.
There were no questions.

The next social event is the GAIN potluck on Thursday, December 12th.

The next HOA meeting will be Monday, January 6th.

With no further business, Conrad made a motion to adjourn the meeting, seconded by Wes. All were in favor. The meeting was adjourned at 4:13 pm.

Respectfully submitted,

Pat Edwards
HOA Secretary