

**Cliff Rose HOA Board of Directors Meeting Minutes  
January 21, 2021**

**The meeting was held via Zoom conference call**

**Board Members Present: Peggy Walker, Marty Zwilling, Bill Colwell, Libby Zwilling, Olivia Lee Catherine Craig, Chris Lewis and Kamie Cismoski**

**HOAMCO Manager Present: Ashley Beumer**

**Residents Present: Conrad Herse, Deborah Newhall and Rita Wuehmann**

**Call to Order: The meeting was called to order at 3:00 p.m. by President, Peggy Walker. Peggy delivered a Board Packet to all Board members ahead of the meeting. Peggy reviewed our procedure for approving the minutes. Libby types up the minutes, sends them out to all the board members and the board members need to get back to Libby with their approval or changes within a few days of receiving the minutes. Minutes are approved at the next month's meeting.**

**Approval of November 19, 2020 Regular Minutes: Marty made a motion to approve the Regular minutes and Kamie seconded.**

**HOAMCO Management Report: Ashley fielded multiple calls from Realtors and Property Managers regarding our HOA rules, tenant forms, dues, disclosure & transfer fees.**

She received a dozen calls regarding the RV lot; two dozen calls regarding the annual dues (requesting confirmation that payments had been received, advising that their statements had not arrived, requesting additional statements, getting set up with auto-pay, et al.). There were several calls regarding political signs, barking dogs, neighbor issues, garbage cans left out, a resident burning brush in their back yard, the work being done in the common space CR 294, and landscaping done on Short Line.

Ashley also met with Landscape Designs and our Maintenance Director, Bill Colwell, to discuss the 2021 landscaping schedule.

She reported that the landscaping to be done at the end of Short Line was completed.

The fire mitigation cutting in CR 294 has been completed. The cut piles remain and will be burned once there is moisture and the brush dries out.

The RV lot has 16 spots vacant and 24 spots occupied. Ashley notified all those residents who have an RV spot that the current lock and combination were being replaced.

**Treasurer's Report: Marty gave his monthly report, showing income of \$27,917.38 for December, and expenses of \$3,480.20. Income activity for the month was high due to assessments coming in for 2021, and expenses of special note included landscaping for \$2,675.00 and December HOAMCO expenses of \$536.20.**

The reserve fund now totals \$55,457.75. When combined with the Operating Account balance of \$33,989.85 this gives us a current healthy cash position to start the 2021 new year of \$90,407.10.

Marty included a summary of our 2020 budget performance. We ended the year \$22K under budget, primarily because we deferred the fire mitigation effort on CR 294 into 2020. That work is now in the cleanup stage, with a projected cost of about \$17K. Our legal fees for the year also came in about \$3K under budget, due to our intentional delay of the new CC&Rs finalization effort.

Catherine made a motion to approve the Treasurer's report and Bill seconded.

**Architectural Review Committee Report: Kamie reported on the requests she received for December and January. Approvals were given for new decks, landscape timber replacement, installation of solar panels and repairs to a dog run area.**

Requests currently in process include a request for a new fence, approval for a new home build with a home that is inconsistent with the Cliff Rose Southwestern style homes. One homeowner withdrew their request for an antenna.

Kamie advised the Board that one member of her team has resigned from the ARC group. She is looking for new volunteers.

Kamie and the other ARC members brought to the board the request from a homeowner for a new, modern-style home she would like built. The owner had submitted some renderings of the type of home she would like built. The Board discussed this extensively. The outcome is that Kamie needs to get back with the homeowner and request more specifics and renderings closer to what she really wishes to build, i.e. garages, type of landscaping, roof design, etc.

**Social Report:** Libby reported that she has delivered one welcome baskets to new Cliff Rose residents. Welcome to our new neighbors, Doug and Sandy James, who purchased their home on Ventnor Circle.

Libby has started to create a "contractor/vendor" list for residents of Cliff Rose. She is still looking for recommendations on house cleaners, handyman services and carpet cleaners. If anyone has someone they would like to recommend, please contact Libby at libbyzw@cableone.net. The list will be posted on our web site: cliffrosehoa.org.

Chris Lewis gave an update on the Cliff Rose Christmas Decorating contest. Everyone believes that the contest was a success in that so many residents participated. All the homes looked beautiful. The first, second and third place winners all received a cash prize. We hope you all got a chance to get out and view all the decorations.

Chris and her husband, Bill, built and installed two library book boxes in Cliff Rose. They are located on Oriental Avenue and Marvin Gardens. Stop by and take a look at the boxes – bring a book and/or leave a book. Thanks to Chris and Bill for building and installing our library book boxes.

**Maintenance Report:** Bill reported last month that he had been in contact with the City on the damage their trucks did to a portion of Rycosa Lane. He is still in contact with the City and they have promised to return to repair the road when the weather permits. Bill will stay on top of this and make sure the City is held accountable.

Bill will keep in contact with Arrow Fire Mitigation as to when they may safely burn the piles of cut landscape from area CR 294.

Bill received a landscaping bid from Andy Hunt. He will go over that bid carefully. Some members of the Board are not happy with the work done by our current landscaper, Your Own Retreat (Rodney). Therefore, Bill will be getting another bid from a third landscaper. Bill will get with Ashley to go over the bids.

Bill is also storing a few pieces of equipment retrieved from the storage shed in the RV lot. It is his intention to make a swap of the equipment for services by a landscaper.

**Compliance Report:** At the November meeting, the Board expressed concerns about the language of our courtesy notice. It is not our intent to irritate or upset our residents with the wording of our courtesy letters. We do recognize that the letter needs to include specific language but we wanted our letter to have a kinder, friendlier tone. Peggy submitted two examples to Ashley. Ashley will review these letters with Sandy West.

Peggy noted that there were many "trash can" courtesy letters that went out last month (trash cans must be placed out of sight). The Board discussed what might be the best approach to notify people – should we email them as a gentle reminder or should the current process of sending a letter remain in place. After much discussion, the thought is that we should stay with a courtesy letter but make the wording softer.

Currently, the Compliance officers receive a monthly report from Sandy West. We are requesting that we get a bi-monthly report from this point on. The suggestion was made to call residents after they hit the \$100 fine mark to try to avoid the fines continuing and see if there is some mitigating circumstance that could be discussed with the HOA.

Several residents have complained to HOAMCO about residents leaving their garage doors open all day long. While there is nothing in our CC&R's, it can be a safety problem for people as well as looking unappealing. The police have advised that thieves will look for an open garage door.

Peggy will be writing an article for the Quail Trail on compliance issues and the timing of things we will be looking at.

**Communications / Web Site Reports:** Olivia is keeping the web site up-to-date. She will be posting the reference list that Libby has compiled.

Articles for the Quail Trail are due by the end of January. The Board discussed several articles for the QT, fire wise, dog barking, CC&R's, street parking (City policies), etc.

Chris Lewis will be writing an article regarding the City's landscape pickup policy.

Catherine worked diligently to update the CC&Rs and get ready for members to vote on them. The Board paused the process over the holidays. A chart comparing the current and proposed CC&Rs and a summary of the Rules and Regulations will be in the February Quail Trail to further clarify the documents.

Peggy and Catherine are going to work together to get the proposed CC&R's. They will develop a schedule – ballot, mailings (email/USPS) to make sure we get information about the CC&Rs and voting out to our residents once again.

#### **Old Business:**

##### **RV Parking by Guests:**

Peggy brought up the subject of RV parking by the guests of our residents. There are times when our residents have company arrive with their RV. Our thinking is that these guests could park their RV in our lot. Discussion was had about the cost, if any, we would charge for this. The determination is that we would charge the guests the going rate - \$20/\$40 based on RV size for the use of our lot. The billing and contract would be with the Cliff Rose resident and not their guest.

##### **CC&R's:**

Peggy and Marty have been working on getting a side-by-side comparison view of the key areas of changes. We would like to get some feedback from our residents on this. Marty will put an article in the next Quail Trail on this.

##### **Rental Properties:**

Owners are supposed to notify the Board/Management company when they have renters. The fine for not letting the Board know about renters was discussed. We want to encourage all homeowners to keep us informed as to their renters.

The next meeting will be held on February 18 at 3:00 p.m. via ZOOM. All residents are invited to join the meeting via ZOOM conference call. Check the website for directions.

There being no further business, the meeting was adjourned at 4:42 p.m.

Submitted by Libby Zwilling, Secretary