

Meeting Minutes from Master Assoc. HOA Board Meeting

Transition Board Mtg

Held Jan 5 at 2:00pm at Remax Office

Attendees:

Al Berzett	President
Bob Sedge	Treasurer
Kelli Whitehall	Secretary
Dan Sheffer	
Cole Baas	
Royce Halstead	Honours Golf
Gary Spivey	Honours Golf
Susan Anderson	Landmark Mngmt
Kevin Davis	Landmark Mngmt

Meeting was called to order by Al Berzett, President

Agenda:

1. Identify Master Association Common areas, provide us a map

There is no existing map of just the Master Assoc common areas. Honours Golf Company maintained Golf areas and Master common areas together. Now that the Master Assoc has been handed off to the home owners, a map of just the Master common areas will be created. Cole was able to identify Master common areas with the Honours golf course Superintendent/Greens keeper. Cole used this information to start collecting bids on landscape maintenance for Master Assoc common areas. The current Master Assoc dues already cover the cost of this landscape maintenance. The Master Assoc needs to hire their own landscapers for this work. The golf course superintendent is submitting a bid as well as other Landscapers. Early bid information indicates a savings in landscape maintenance costs for the Master Assoc.

Additional discussion:

The Remax office building includes 1.5 acres surrounding the building. Remax leases this building from Honours Golf. Honours is selling this building, and it is currently under contract to a Peninsula resident who runs a contracting business. This new owner will use this as his business office, no equipment will be staged or stored. This building is the equivalent of 2 lots of the Peninsula, and the new owner will pay dues to the Master Assoc for landscape maintenance.

The Entrance from Ft Morgan road to the guard house is Master Assoc common area. The Racquet Club and Golf Club also pay the equivalent of 4 lots in dues to the Master Assoc. There are ground water wells on the Peninsula property that are used for irrigation. Honours Golf has completed the separation of Master Assoc wells from golf course wells, as part of the transition.

Dan Sheffer asked if the road maintenance reserves are adequate. The board agreed to table this discussion for the budget meeting.

2. Discussion on Financials and balance sheets

We reviewed the Master Assoc balance sheet for 2021. Gary Spivey said almost all 2021 expenses are reflected on the balance sheet with the exception of a few items that will invoice in early January.

Kelli Whitehall noted small expenses for computer maintenance, which led to discussion on office infrastructure that will need to be secured for the Master Assoc going forward. The board agreed it is necessary to purchase a computer for the Master Assoc. for data storage such as meeting minutes, financials, emails, etc. and for use by Landmark to conduct Master Assoc day to day operations. In addition, there was discussion on office space for the onsite Landmark representative. For the near term, we will continue to use the Remax building, and the board will explore leasing office space from the new building owner. The guard house was also mentioned as an option, although it is not the best option.

There are 131 street lights in the Peninsula that are leased from EMC. EMC maintains these light poles and lamps. There are 5 goose neck lights and 25 tree uprights at the entrance that are owned and maintained by the Master Assoc.

Kelli Whitehall asked about annual audits of the financials. There have been no annual audits conducted by Honours Master Assoc. It is not necessary at the HOA-level of transactions. A copy of the balance sheet is attached.

3. Discussion on Insurance

Currently there are insurance policies in place that are in effect and are up for renewal Feb 1. The Scottsdale policy is an umbrella liability policy.

The Philadelphia policy is a combination liability/casualty policy.

The Board plans to explore insurance price options before renewal.

4. Existing legal issues, history of legal issues

Bob Sedge feels it is necessary to add a budget item for legal expenses, going forward. In the past, there has been no legal expense item in the budget. The balance sheet did reflect legal fees in 2021 for \$3663. Gary Spivey explained that this expense was for the declaration work necessary for the transition of the Master HOA to the residents. There has been no history of legal issues at the Master Assoc level. Therefore, there has not been a line item in the budget for this. The board agreed to take an action to first assess the need for any bylaw and covenant modifications or updates before adding a legal fee line item in the budget. This action is not urgent and will be addressed in the coming months.

5. Existing delinquent dues

The only delinquent dues are from the Peninsula Property Owners Assoc Phase 1 in the amount of \$1601.82.

6. City engineering reports for any of the communities in Peninsula

There are no city engineering reports other than the original city engineering reports for construction. There was discussion about The Retreat flood during Hurricane Sally, and that some Retreat residents were reporting that there was a collapsed storm drain from years past that was not repaired, and this was the cause of the flooding. No one had any factual knowledge that the collapsed storm drain was true. It was pointed out by Royce Halstead that no storm drain system in the area was designed to handle the volume of rain that was dumped by Hurricane Sally. The result was that some homes were flooded. It was not a result of faulty storm drain systems. There was also discussion about some lots in The Haven that don't drain well. There is no storm drain system in The Haven because the elevation of this area is not high enough to have a storm drain system. There may be times during high volume rains when these lots will have standing water. There are requirements for house foundations to be at a certain height to accommodate the lack of a storm drain system.

7. Contractors in The Haven that are leaving trash

Al Berzett discussed the issue with the contractors leaving trash everywhere. Susan of Landmark was asked to address this with the contractors, perhaps hold a face-to-face meeting with all the builders in The Haven to have all debris picked up regularly, and ensure there are dumpsters on each construction lot. Landmark will institute penalties for non-compliance.

Possible penalties are:

First notification, issue a letter to the contractor that they have 10 days to remedy the situation.

Second notification, \$100/day fine

Third notification, not allowed back on property until situation is remedied.

8. Review of current bylaws and covenants that include all amendments to date

Royce Halstead said the Master Assoc documents on the Peninsula website are the most current. Kelli Whitehall will set up a working group meeting for the Master Board for this review.

7. Master members elect a vice president

In the previous Board meeting on Dec 15, we missed electing a Vice President. Dan Sheffer was nominated by the other board members. Dan accepted the position.

Walk on items:

1. Susan Anderson will be onsite every Wednesday. A landmark representative will be onsite Monday through Friday for 4 hours a day. This representative will issue decals and transmitters.
2. Landmark will provide a cost estimate for creating and maintaining a new website.
3. To address the inefficient communication, an Introduction letter will be emailed via the Peninsula Member email communication. Until the website is ready, we will continue to email meeting minutes to each HOA President, requesting they distribute to all their community members.

The next meeting will be held with all HOA presidents on Jan 11 to vote on the Final Budget for 2022.

Meeting was adjourned at 4:35 pm