

Park East Square Homeowners Association

MONTHLY BOARD MEETING MINUTES

January 9, 2024 via Zoom

Call to Order. The monthly Board meeting was called to order at 7:04 p.m. Quorum of the Board was present: Lois Bennett, Mark Leibendorfer, Kevin Bush, Therese Spears, and Karen Fassler. Also, present were Brent Chapman, HOA Facilities Manager, and Allan Orendorff, Trio Community Association Manager.

Homeowners present: Pat Jeske, Antje Slinger, Christiane Sammoury-Audi, Steve Haymes, Sheila Malcolm, Ania Lato, Wayne Schroeder, Bill Gibson, Andy Neff, Mary Magee, Martin and Joy Walter, Roxanne Royce.

Ratification of Out-of-Meeting Decisions. On a motion made by Karen and seconded by Kevin, the Board unanimously approved the items listed below:

- Approval of the November board meeting minutes;
- Approval of the legal services fee proposal for the Amending the Governing Documents project; and,
- Approval of two applications for door bells.

Member Issues & Questions. Owners raised the following issues, questions, comments.

- Some owners are receiving notices from Goodwin to pay amounts that are not due and customer service does not respond, e.g., did not credit the \$100 discount for pre-paid dues, bill for this month. Accounts are transferring to Trio so there is no need to contact Goodwin. Instead, email Lois or the board and attach a copy of the notice, cancelled checks, and any other documentation.
- An owner agreed with the placement of the “No Trespassing signs.
- An owner asked about the governing documents project. Although budgeted for several years, the project will be done this year. It involves a review with legal counsel of PESHAs 49-year-old governing documents (Declaration, Articles, and Bylaws). It is recommended these documents be reviewed every 10 years so it is long overdue, e.g., laws have changed. It will require approval of the owners. More information will be coming as the project progresses.

Maintenance Report. Brent provided an update on the following.

- Trash rooms and D unit stairwells were cleaned.
- No trespassing signs were mounted.
- Carport damages caused by a tenant were repaired partly by staff and partly via contractor and the owner invoiced for the work.
- 4170 stairwell glass was replaced.
- Met with Native Edge on parkstrip project and other items. The budget has a nominal amount to redo a small section of the parkstrip along Monroe so a quote has been requested. Native Edge has also provided a proposal for dormant shrub pruning that is about 2/3 of the budget line item.
- Problems with 1149 common sewer line – getting quotes. The line is sagging that results in water standing in the pipe that serves the entire building, which is the HOA’s responsibility and it will be expensive. One quote has come in so far. Owners/tenants will be contacted with the date(s) and instructions. At the suggestion of an owner, a mass email will be sent to all owners with information on how to protect the sewer lines in general.
- Beginning to establish contracts for 2024 – irrigation, winter tree removals, developing performance specs for buildings repairs, inspecting buildings, etc.

Administrator’s Report. Lois and Al provided an update on the following.

- Financial Report. Current financial data is coming in and being reviewed. Lois moved money from checking to the three interest bearing accounts to increase funds as much as possible until the drawdown begins this summer. Dues payment issues were discussed above. A contract was signed for the 2023 tax preparation and the CPA will be asked if he can do the 2022 review.
- Transition to Trio

- Determine dates for signing checks twice a month (e.g., 12th and 27th coincides with the payroll dates) so contractors can be notified of new process and deadlines to submit invoices.
- Transfer of all PESH records from Goodwin to Trio (e.g., letters, emails, contact logs, photos). Al has not had contact with Goodwin yet so there is no date. Need balances and detail to create financials. Karen will look at the agreement to confirm the date.
- Status on use of portal and completion of contact forms. Al said approximately 1/3 have signed in to the portal, not necessarily to pay dues.
- Customer service process and contact information (emails and phone calls). Karen, Kevin, and Al will work on this. Kevin noted that it will likely be at least March before we have a new website. He also asked for any changes in design the board may want.

Old and New Business

- Election of officers. Tabled until February.
- Roxanne Royce asked about recording a maintenance agreement. Karen said she will find out and let her know tomorrow.
- Continuation of our Zoom subscription (@ \$17.44 per month/\$210 per year) or other platform to allow meetings over 40 minutes. The board agreed that a platform is needed for meetings that do not require Trio. Kevin reported some alternatives and the board agreed to drop Zoom and upgrade the Google account. It is cheaper than Zoom and even cheaper if paid annually; provides 1 TB of storage, which helps with space concerns; and, has no time limit on meetings.
- Consider adjusting the HOA's hourly billing rate (\$45 per hour) for work done by Brent & Jesse (e.g., repair carport posts damaged by owners/tenants). Kevin moved, Therese seconded, and the board unanimously approved an increase in the billing rate to \$65/hour. It was also noted that this is not project work for owners, which would be a conflict of interest. It is done as part of the HOA's responsibility for maintenance of building exterior to ensure it meets standards. It is not common and is subject to staff capabilities and availability. An owner commented that when an owner's insurance is paying, a contractor should be used as opposed to staff. The point is understood but it was clarified that the board would select the contractor due to the HOA's responsibility.
- Consider changing the date or time of the monthly meetings. The date and time will remain the same.
- Tracking water and electrical usage. Lois is working with Brent on this administrative detail.

Adjourn into Executive Session. With no further business to discuss, there was a motion made by Karen, seconded by Mark, and unanimously carried to adjourn the meeting at 8:20 p.m.