

Mission Manor at Ray Ranch

Homeowner's Association

Board Meeting Minutes

November 30, 2020

Members present: Ross Thomas, Gerry DaRosa, Warren White, Rick Palmatier

Other attendees: Pam Rogers (TCPM)

Members absent: Melissa Bernard

Location: Zoom meeting

The meeting was called to order at 7:08 p.m.

Minutes: The meeting minutes from Sep. 14, 2020, were reviewed & approved on unanimous vote (R. Thomas motion, G. DaRosa second)

Treasurer's report: W. White reviewed the September financial reports, no issues of concern at this time; report was accepted on unanimous vote (R. Thomas motion, R. Palmatier second)

Old business (architectural):

- ACC for lot #3 (pergola installation) - discussed and approved (R. Thomas motion, W. White second)
- ACC for lot #71 (tree removal, planting, & Pony wall) - discussed and approved (R. Palmatier motion, R. Thomas second)
- ACC for lot #71 (painting) - colors within approved scheme, except that garage must match the body, with that modification request approved (R. Palmatier motion, R. Thomas second)
- Open landscaping changes for front yards, lots #33 & 37 (no ACC submitted)

-- Discussion of CCR change, late 90's, to eliminate the number/size of tree requirements, TCPM to research for final action/recording

New business:

-- 2021 Budget - discussion on past year expenses & likely year end additional transfer to reserves, health & funding status of reserve account, increase on postage & printing (statements rather than coupon books) - no need for increase in monthly assessment

-- R. Thomas motion, W. White second, to approve - unanimous vote

-- need to adjust insurance line (to \$2500 premium), allocate that adjustment across the remainder of budget estimates

- insurance proposal - discussion on limits & potential need to increase D&O, ability to increase after renewal
 - R. Thomas motion, R. Palmatier second, to accept quote as is - unanimous vote
 - TCPM to research the "unlimited aggregate" on liability insurance, get proposals for increase in D&O coverage

Landscape maintenance:

- trees - bid from 10/28/20 for removal of tree leaning on neighboring wall, SW corner of common area, still no action/bid on dead tree along Dobson near bus stop - R. Thomas motion, R. Palmatier second, to award w/ inclusion of 2nd tree & cost not to exceed \$700 - unanimous vote
- granite refresh & addition of rip-rap - bid dated 11/5/20, erosion control along path off cul de sac on SE corner (between houses) - R. Thomas motion, G. DaRosa second, to proceed - unanimous vote
- general discussion of the Board's frustration with the landscapers for update to P. Rogers
 - lack of supervisor oversight or communication with the work crews, zone map for attention yet not following, lack of consistent progress reports, debris in non-focus areas, lack of attention to raking of gravel
- Board discussion of draft letter regarding wall damage
- Board discussion & update for P. Rogers on the desire for additional shade trees along southern sidewalk path, P. Rogers to follow-up with Moon Valley for visit, suggestions of tree type

CPA financial review proposal - discussion of lack of extraordinary expenditures this past year, remain with proposed review of books, tax preparation - R. Palmatier motion, R. Thomas second, to accept Sep. 18, 2020, proposal letter - unanimous vote


Document handling & archive - Board discussed the size of information packets being a problem for some e-mail accounts, asking about the availability of either Dropbox or TCPM server solution - P. Rogers to research

The meeting moved into Executive Session at 8:30 p.m.

The meeting was adjourned at 8:45 p.m. on unanimous motion.

NEXT MEETING: **January 13, 2021**, likely Zoom format

Submitted by: R. Palmatier, 12/7/2020

Approved:  1/13/2021