

Fairway Oaks Home Owners Association

Annual Meeting Agenda

April 18, 2017 - 7:00 PM

WorldMark by Wyndham Meeting Room

3618 N. Wolf Creek Drive, Eden Utah

ATTENDING:

Nanci Stacey
Anita Oliveri
Melinda Roland
Annette Slade
Julie Williams
Parker and Colette McQuown
Ed Teter and Susan Blenner
Dorothy Elliot
Myles and Holland Binford
Teri and Jim Schiess
Toni and Blake Powell
Jan Woods
Beverly Zimmerman
Chip Ulrich

PROXIES:

Penny and Gil Ogle (Chip Ulrich, proxy)
Jeff and Jackie Longbottom (Chip Ulrich, proxy)
Greg and Shantel Watts (Chip Ulrich, proxy)
Barbara Echan (Chip Ulrich, proxy)
Marianne and Mortenson (Dorothy Elliot, proxy)
John and Allison Thomas (Ed and Susan Teter, proxy)

1) **Call to Order**— Meeting called to order at 7:08 pm by Chip Ulrich, President.

2) **Approval of last year annual meeting Minutes**—

- i) Dorothy Elliot and Chip brought up parking issues that were not included in the changes proposed at last year's meeting to the "Rules and Regulations". The additional recommended changes are: Part 2,

paragraph B-Parking: Add the following as a second paragraph: "Street parking is allowed on one side only of the first two side streets (Tanglewood Ct. and N 4800 E), if no other parking spaces are available. No street parking is allowed on Fairway Oaks Drive at any time, as there must remain enough space for emergency vehicles, snow plows, etc. to access the neighborhood. No street parking is allowed on the North-South portion of N 4825 E., but is allowed on the East-West portion". A motion by Beverly Zimmerman was made to accept the minutes, dated April 28, 2016 with the above stated changes; the motion was seconded by Nanci Stacey and unanimously approved.

ACTION ITEMS:

- 1. Jan to update rules and regulations and redistribute to owners.**
- 2. Members should contact Chip if they notice parking issues.**

3) Financial Review – Beverly Zimmerman for Vicki Bennion, Treasurer, and Chip

a) 2016 Overview

- i) Our largest ongoing expense, yard care and snow removal. Please see report attached.

(1) Unexpected expenses for 2016:

- (a) Pest Control for voles: \$1700.00
- (b) Tree removal: \$5275.00
- (c) Extra snow removal: \$3345.00
- (d) New post office boxes: \$3679.67 (there will be some additional expense to construct the wood timber frame for the boxes that will re-use the Fairway Oaks wrought iron name plate.)

- (2) Bank accounts are in good order with \$10,659 in checking account (\$16,985 in 2016), \$37,473 in Savings Reserve account (\$32,655 in 2016) and \$6611 in savings reserve (\$1529 in 2016). All unexpected expenses were paid from checking account and no money from savings accounts were used.

- (3) It was discussed whether Vicki needs to send out HOA dues statements to members as most are on autopay.

ACTION ITEM: Chip will discuss with Vicki to see how the process works and whether statements need to be sent to those who do

not wish to receive them. Vicki makes the call based on what process is most efficient for her.

- ii) We have renewed our contract with Utah Bobcat (2017-18) for all grounds maintenance and hope our cost for this category to remain at the current level of \$2500 per month. However, unexpected snow costs were paid for in addition to the regular monthly. **Chip supports keeping this cost strategy, of keeping fixed cost low as reasonable for our groundskeeper, but agreeing to cushion the expense blow by paying for unusual events, such as this very snowy winter, on a as needed basis.** There was not motion to change this practice.

(1) Tory had trouble keeping employees this winter as crew went to Park City for better salaries. Tory will be applying pre-emergent and begin spring clean-up this week.

b) Current Delinquent Assessments – None.

- i) Beverly, on behalf of Vicki wishes to thank all owners for paying HOA dues promptly. There was one home in the community with structural concerns which needed to be addressed. The board agreed to give the owners a short-term loan which has been completely repaid.

4) **Landscape and Snow Removal Review – Chip**

a) What are your comments on performance of Tory?

i) Comments on Tory's performance included:

(1) Needs to slow down and pay more attention to edging, trimming, etc.

(2) Sprinkler heads are often broken.

(3) Sidewalks and driveways do not always get shoveled.

(4) Plowing/shoveling is not always done in a timely manner.

(5) Need to plow before 4" accumulation (2-3").

(6) Snow around fire hydrants needs to be cleared on all sides by 3 feet.

This may also involve trimming bushes in some locations.

(7) Recommend prioritizing shoveling of sidewalks to those who need it, as some owners don't mind doing it themselves.

b) Board to obtain one or two competing bids this spring.

i) Chip has been approached by several companies for landscape and snow removal bids. One is a company from Ogden and one has contract with Wolf Star Condominiums.

ACTION ITEM: Chip will contact both companies and obtain bids for following year (2018-19).

c) Alan suggested that there should be a committee to be involved in working for the HOA with Tory, or whoever. It would take pressure off of a single contact, which has been Chip primarily, and it would bring more, hopefully new, people into making decisions about contracts, when he should plow/mow, how to handle snow removal when we have snowfall like this season. Julie Williams made a motion to set up landscape/grounds committee and this was unanimously approved.

ACTION ITEM: Form a landscape/grounds committee to communicate directives/issues with contractor. It was also recommended that only one person on the committee discuss issues with the contractor to prevent conflicting directives. Anita, Julie, Collete and Chip expressed interest in being on the committee. Please contact one of them if you are interested in

joining the committee. Also, some members prefer to do their own trimming, etc. so please make the committee aware of this information, as well.

5) Election of two directors replacing expired terms of Vicki and Beverly:

- a) Beverly and Vicki's terms expire this year. Beverly would prefer to head up special projects as they come along rather than serving another two-year term as Director. Vicki, as per Chip's February email to you all, will stay on as our Treasurer, but is not interested in the Director position. Alan Elliott has been filling in. Alan decided not to add to the 6 other boards he has responsibilities on, and declined his nomination.
 - i) A question was raised as to how elections are done. In short, there are 3 board members who serve 2 year terms. When a director's term is ending, the president sends out an email notification, usually about 60 days before the annual meeting that there will be an opening on the board and any member can request to be put in for nomination. The vote is then taken at the annual meeting at which point the three board directors nominate and appoint other officers: President (must be a board director), secretary and treasurer, all for a one year term.
- b) Your current board nominates two new Directors for a two-year term:
 - i) Jan Woods – Jan has served as secretary for several years and is already familiar with the Board operations and scope.
 - (1) A motion was made by Chip Ulrich to elect Jan Woods as a Director and it passed unanimously with no opposition.
 - ii) Myles Binford – and family – have been enthusiastic community builders. We are looking forward to the addition of his creative thinking.
 - (2).A motion was made by Chip Ulrich to elect Myles Binford as a director at it passed unanimously with no opposition.
- c) Update on Weber County planning – high level summary – Beverly
 - i) Ogden Valley Development: The commissioners recently met along with James Ebert from Community Development and planning. The commissioners are now writing ordinances to reflect the new plan for the Valley. They are fast-tracking items such as the night sky ordinance, to include appropriate signage, lighting, etc.
 - ii) The commissioners are sympathetic to issues concerning Pineview Reservoir as it is controlled by several different operators and currently

has no public funds. They are investigating possible user fees for the reservoir.

- iii) Balloon Festival dates are August 18, 19, 20. Please let Bev know if you would like to be involved in helping with the festival. This year they are working on improving the number and quality of artists.
- iv) 5 year Weber County Plan: The plan is to grow Ogden about 4000 more people and will focus on millennials. Also want to create arts hub and other attractions. They do not want to focus on expansion of Ogden Valley as they would like to keep it as is, since it is an attraction in itself.
- v) The board wishes to thank Beverly for her involvement in the board the last 2 years and is grateful she is willing to continue working on special projects.

6) New business

- a) **New mail boxes – Chip, Blake:** The new mailboxes are installed and keys have been distributed to most owners. The old posts are being replaced with 10 x 10 posts and the Fairway Oaks sign will be replaced. There will be a few additional expenses to the 2017 budget for these items. A vote was taken at the meeting and members preferred a lighter natural cedar stain, rather than the dark stain used on the previous logs. We extend our thanks to our members who work on these projects, which helps to keep expenses down. Chip and Blake appreciate the community effort of all those who stopped by to help. **Special shout out to Blake for making his expertise available for this project, and for an excellent sturdy outcome. Yeah Blake!!**
- b) **Communication in the community** –There was a discussion of how to share and distribute information within the HOA. The possibility of a Facebook page or website were discussed, but for now we will continue to use email.
 - i. All members of the HOA can go online to the “Dropbox” and review expenses, rules and regulations and other documents. If you would like to have access to this, contact Vicki or Chip to be allowed access. Owners who have so far requested access are the Staceys, Binford, Rolands, Julie Williams, Anita Olivera, Susan Blenner and Toni Powell.
- c) **Workman’s compensation and liability insurance**

- 7) Both are now in place, however, after much discussion no one is really clear how it works, since we don't actually have employees and generally hire independent contractors. Concerns include- do we need a workmans comp fund; should independent contractors sign a waiver that we are not responsible for them as they have their own coverage; are casual workers (ie: board members, summer workers, homeowners working on HOA projects) covered by workman's compensation or liability insurance. Also raised was whether Vicki is an employee vs. independent contractor. She currently does not receive a 1099, but is on the books as a contractor.

ACTION ITEM: The new board will address workman's compensation and liability questions. Nanci Stacey kindly offered her and Sherman's help in answering general legal questions for the HOA board. She suggested website: Utah Labor Commission-Workers Compensation Insurance Waivers-FAQ's to get more information on this subject.

8) Design Review Board (DRB) and Color Palette –

- a. Myles brought up that the Design Review Board had mentioned previously they would be coming out with a color palette for allowable colors for house paint, etc. and was wondering about the status of this. Dorothy commented that this has proven more difficult than expected, and they will continue to work on it, but for now, just submit your color choices for approval by DRB. The DRB now consists of Chip, Myles, Jan, Vicki, Dorothy and Blake.

9) Use Of Reserve Funds For Common Area Upgrades -

- a) The topic of upgrading original landscaping which is now 15+ years old was brought up by the Teter's at last year's meeting and there was some discussion if we should use reserve funds for things such as upgrading cement edging.
- b) According to the CC&R's which were revised in 2015, we all own 1/37th of the common area. In the past, initial landscaping has been paid for by owners, as this gives the owners some choice in landscaping decisions. The HOA is responsible for maintenance of the common areas, but thus far, has not been responsible for the expense of upgrades. Chip now asks for member's thoughts on what homeowners should be responsible for and when the board should step in financially.

c) Myles suggested that due to the variety of problems in different yards, that owner's try to make simple improvements themselves and petition the board on an individual basis for consideration of upgrades. The attendees agreed this would be the best way to handle upgrades.

d) Current issues in the community include:

i) The Teter's submitted pictures to the board which showed damage and age to cement edging, as well as an area along the creek where a large rock dislodged and damaged the edging and stability at the top of the creek bank. There are concerns about potential injuries because of this.

ii) Julie William's backyard and areas between Powell and Woods: Not a lot of topsoil was put down in the community when the original landscaping was done, and some areas have eroded away. Suggestions include having Tory raise sprinklers, put down new topsoil and sod.

[Julie and Tory are communicating directly to address this concern]

iii) Beverly is leading the HOA/DRB process to restore the Roland's lots, impacted by new construction. The HOA, with the involvement of the DRB, may re-purpose rocks for various landscape and edging functions across the neighborhood.

ACTION ITEMS:

Ed Teter will contact the county concerning issues with the creek and stability of the bank, as the county has stated that they control the creek.

Melinda has the name of a landscaper and will share it with everyone.

Chip will contact Tory concerning Julie's house.[done, see ii above]

10) Repair Of Stucco On Houses –

a) Blake and Chip both made attempts to contact stucco repair contractor's but had difficulty getting return calls or reasonable bids, so nothing has been done to contract with someone to take care of the houses with issues.

ACTION ITEM:Chip does have the name of a person who repairs stucco and will send out the name to individuals who are in need of stucco repair.

11) Adjournment of Annual Meeting: The meeting was adjourned at 9:07 pm by Chip, and was immediately followed by Director's meeting.

DIRECTOR'S MEETING

ATTENDEES: Jan, Chip, Myles

- 1. Meeting Called To Order-** Meeting was called to order by Chip at 9:09 pm.
- 2. Nominate And Elect Board Officers For President, Secretary, And Treasurer For One Year Term, As Per Section 4 Of Bylaws.**
 - a. Both Myles and Jan unanimously agreed that Chip should remain as president of the Board of Directors for a one year term.
 - b. Miles and Chip unanimously agreed to have Jan serve a one year term as secretary and Vicki a one year term as treasurer.
- 3. Other Business Of New Board:**
 - a. Board will check on 1099 status of bookkeeping position.
 - b. Chip will invite members who requested access to Dropbox.
 - c. Address other possible types of communication within community, other than email.
 - d. Help set up Landscaping/Grounds committee and determine specific needs of community, ie. Depth of snow for removal, when to fertilize, etc.
 - e. Email Board Meetings-The board will often conduct meetings by email, which Chip or other Board members will continue to summarize and put in Dropbox.
- 4. Meeting Adjourned:** The Director's meeting was adjourned by Chip at 9:15 pm.