

Harrisburg HEOA Quarterly Meeting
Saturday, June 17, 2023
Harrisburg Clubhouse 10:00 a.m.

CALL TO ORDER: President, Jerry Bryant at 10:02 am

PLEDGE OF ALLEGIANCE: Jerry Bryant

BOARD MEMBERS PRESENT: Barb Campbell - Vice President and Secretary, Chuck McDowell - Treasurer, Dave Comerzan - Board Member, John Gansereit – Board Member and Carole Pendleton – Board Member.
Virginia Bell - Board Member was excused.

SERGEANT AT ARMS: Cindy Bryant

BOARD MINUTES REVIEW/VOTE: Dave Comerzan made motion to accept the minutes, and Chuck McDowell 2nd the motion, all in favor.

INTRODUCTION OF NEW HOMEOWNERS: None to report

Chuck McDowell – Treasurer, facilitated the Zoom call asking participants to use the chat feature for questions during the meeting.

COMMITTEE REPORTS:

ACC – Steve Hart: was not present and Jerry presented in his absence. He indicated 30 letters have been sent out to owners regarding property cleanup and improvements and they have received a good response from owners. Jerry asked that owners remember to complete the form for any issues or problems.

HIC – John Ferch: Since the last meeting the committee has worked in the gully weeding and trimming trees and scrubs to mitigate the potential fire hazards. He indicated some owners still had weeds that needed to be pulled. The HIC committee members meet weekly, and each member has also been assigned a specific area in the community to maintain as needed. He asked that all owners make an effort to help in improving and maintaining the grounds throughout the community.

There are lot owners asking the HIC to assist in trimming trees on their property. This isn't something the committee can do, and John provided a Tree Service in Leeds to contact for tree services.

Roe's Tree Service
Owner: Jason Roe
435-705-3912

John also indicated that he has observed many owners traveling the streets going in the wrong direction and he asked that all owners follow the one-way direction signs. He also asked that dog owners be responsible for their dog feces and clean up after them. There are bags for this purpose located throughout the property.

The HIC committee has planted a new shade tree in Roadrunner Park to provide additional shade and he thanked the Board for adding gravel to the dumpster area and asked if it could be increased at some point.

Dave Comerzan, who works on the HIC committee, also asked if more owners could help work in the community during the week, if they aren't able to help on Thursday. He mentioned there are some sprinklers and water lines throughout Memorial Park and some aren't working and would like Luis to check the lines. Luis will be asked to investigate now that his work orders have been completed.

Dave mentioned and thanked owner DJ Powers 117 Overlook for adding flowers to pots in Roadrunner Park. If any residents want to add improvements they will be reimbursed as long as they get approval from the HIC first and follow their procedure. Chuck asked that the HIC submit an expense report with receipts.

ACTIVITY – Cindy Bryant: The activity committee has \$1784.81.

1) The annual luncheon made \$667 with donations, minus \$289.69 expenses for a profit of \$377.31. They also added \$74 from the bargain table sales and spent \$42.94 for movie night and purchased baskets to hold the chair cushions for people to use in the clubhouse. Some cushions were missing and Beth mistakenly gave them to some people who purchased the old chairs not realizing they were to stay in the clubhouse for use.

2) The Petty cash account has \$38.07 (includes \$22 for May and \$4 Pool game added \$4 for 6/5 from 8 ball pool night and minus \$62 for Memorial Day decoration.. Cindy asked HIC committee about supplying flowers after the 4th of July and Pioneer Day is over. They had 19 owners attend the Ice cream social.

3) Mother's Day had made chocolate roses were delivered to Mom's 80 and over.

We have 3 new owners in April and 2 new owners in June that Cindy still needs to visit and welcome to the community.

Other activities: Water Aerobic has begun each morning at the pool at 9:00 am. There is also 8-ball pool on Monday, Potluck and Bingo, Ice Cream social. They had 4 people attend the Kayaking at Quail Lake and 8 attended Movie night. There will be free Ice cream for Fathers on Father's Day.

On Friday June 23rd there will be a BBQ at the pool and owners are asked to bring their own meat and a side dish to share. Utensils, buns and condiments will be provided.

They have purchased a Corn Hole game and should be here at the end of July and want to add activities to get more owners around the pool.

On July 1st Quail Lake is having a concert and paddle boards and kayaking event for those interested.

Plan to attend Movie Night at 6:30 pm on July 8th and BBQ at the pool on July 21st

MAINTENANCE - Jerry Bryant: The Work orders are reducing and they have also found some lot owners who have shut off the breakers and timers on their properties so they aren't getting watered. Jerry asked that should you see any broken sprinkler heads or lines to submit a Work order and put a flag on it for repair. They have asked the Landscaping service to alternate mowing one week and pulling weeks. They did a good job weeding the north end of Memorial park. Jerry wanted to remind owners that maintenance does not fix or help with your drip systems on your property. Jerry has fixed toilet and sink in the ladies clubhouse restroom. Jerry is aware that the roads throughout the community need to be resurfaced and will need to find a new company to work with and get bids. Dave asked how the residents would get in and out of the park when this occurs and Jerry and Chuck discussed doing the resurfacing in sections every year so you can still get around.

DOCS (CC&R'S / R&R) Chuck McDowell: Chuck has been investigating what defines a Quorum and had previously been defined as needing the majority of homeowners. Jerry went through old documents and found 2014 Policy Resolution #10 which states: A quorum is determined by count of eligible members present, proxies, and absentee ballots.

Chuck would like to revisit the Re-Investment Fee and will check with our Attorney to proceed with the current CC&R's or if it needs any revisions.

Chuck has again asked for volunteers for the Documents committee. Anyone interested can contact Chuck.

Teri Perks 125 Overlook wanted to know what the Re-investment Fee was. Chuck explained that it was a small fee collected when you sell your property. The fee from the sale would go into a Special fund for community improvements.

Dave indicated that 1/2 of 1 percent is collect from the sale and that it could be negotiated between the buyer and seller.

TREASURER – Chuck McDowell: Chuck mentioned that your HOA fees need to be paid to the front office beginning July 1st and all administrative services will now be handled and managed in-house. You mail in a check or drop off your check at the office or in the drop box. Please don't leave cash in the drop box.

Chuck indicated that all Committee's are functioning very well and thanked the volunteers for their help and investment in making this a great community.

Chuck reported that our financials are in great shape. The last report was provided for March and we are waiting on PPM. We plan to send a copy of the financial report at the end of the next quarter which will be the end of July. Financial reporting will only be distributed each quarter not every month.

Our current financial status is ~\$500k in total reserves and cash in the bank. We also have ~\$150k in net assets, totaling \$676K. As an HOA we are doing a good job budgeting and managing the money and in a positive financial position. Chuck also mentioned that the Board is focusing on the Reserve Study and making improvements throughout the community.

Chuck listed many improvements and thanked Jerry and the HIC committee for their efforts. These improvements are capital improvements

- Replaced the bridge in Roadrunner Park.
- Have spent money on the pool & spa. Jerry indicated the Spa still requires re-surfacing but isn't able to find a vendor yet.
- Replaced Pool table
- Replaced clubhouse chairs
- Activity committee will add Corn-hole game and the Board agrees to split the cost with them.
- Ordering new round tables to replace the long table in the clubhouse.
- New TV and upgraded channels with TDS and new BBQ.
- Will be enhancing the exercise room equipment.

FRONT OFFICE – Joy Parker: The front office is accepting assessment fee (dues) payments, and are able to create invoices. Invoices will be sent out 5 days prior to the payment date and it will ask you if you want to pay using the EFT electronic fee transfer process. If you want to use this process; it will ask you for your bank account number and routing number. This process will save a lot of time and money since the payment is sent electronically from your bank to the HEOA bank account and the transaction is automatically recorded in our QuickBooks software. You can choose what method you want to use and can still mail in or drop off your check. If you have any questions the front office is happy to help you.

Chuck asked if he could still use his own bank's Bill Pay to make his payment. Joy indicated that he can and she mentioned that you would need to update it so the payment doesn't go to PPM. You can stop those transactions yourself in your account and she has spoken to Karen at PPM and they have stopped the batch process from their end so payments aren't processed through them any longer.

Joy mentioned that the Board of Health was contacted due to a reported issue of excessive chlorine in the pool to test the levels in the spa and pool. They found our levels to be normal when tested and didn't find any problems. We use an injector

system to properly manage and control the chemical levels and adding chlorine, and we don't have any control with it since it's regulated. We are fortunate to have Luis who is CPO certified and trained in spa and pool chemicals. Joy mentioned that the levels change or become a problem when people use the pool/spa without showering first.

Bobby Fein 65 Cottonwood asked if the injector system also worked in the spa as well. Jerry said it was the same system that is used for the pool.

Dave Comerzan asked if he needed to change anything with his payment he has set up with his bank. Joy said he should check with his banks since some function differently to ensure his payment doesn't go to PPM.

Cindy Bryant asked if we need to say why we aren't using PPM any longer. Chuck responded that PPM didn't add any value when fulfilling their contract with us and he felt the community functioned and ran better when we managed things in house in the past.

OLD BUSINESS – Jerry Bryant:

A) Clubhouse hours are 9:00 am – 9:00 pm this is due to pool chemicals and working staff hours. Jerry mentioned we might begin opening only the clubhouse at 8:00 am but the pool remains at 9:00 am and closing remains at 9:00 pm due to hiring staff to work late at night. Jerry mentioned that we will be installing electronic door locks which wouldn't require staff to open and this would save us \$5k a year to open and we could pay for the new locks in 2-3 years. We have to keep staff to close up at night so they can check the clubhouse and pool area for any remaining people and that lights are off.

Marge Comerzan, 14 Redbluff asked when would it start to open at 8:00 am and Jerry indicated he would open it if he is out and over at the clubhouse working.

Joy Parker 9 Archview asked about unlocking at 8:00 am now and Jerry said until the new electronic locks are installed and times scheduled to lock and unlock the doors he doesn't want staff to open one door at 8:00 am and then come back and unlock at 9:00 am.

Chuck asked Jerry when we get the electronic locks installed then can we program them for specific times and Jerry said yes and then said that Barb will be talking about the electronic locks when we are ready to discuss New Business.

B) Showers hours are the same as the clubhouse 9:00 am – 9:00 pm. We had an owner asked if we could keep them open all night and that only happened back when this was once an RV park.

C) Emergency Generator still requires more investigation and will be expensive but we understand the need and why some owners want it should we lose power in the community they could come to the clubhouse and get power.

John Frech asked if we needed power for the electronic locks and Jerry said we would need power for them and so we would need the generator for it but had until January before it needed to be in place.

Matt Frampton at 124 Overlook Lane asked if there was a manual override for the electronic lock and Jerry said there was an override but didn't know it but would ask.

D) Xeriscaping on common ground is on hold due to all the rain. Dave mentioned that the homeowner can get compensation for removing grass and xeriscaping their yards.

Naomia Rodgers 105 Overlook question was that we've been told to plant trees and grass for the environment and now we are being told to take it out, and asked if our environment was worth paying a bit more on water. Jerry said it's not about paying more on water, it's having water.

NEW BUSINESS:

A) Keys to electronic door entry – Barb Campbell

We have investigated using electronic keypads and eliminating keys for accessing the clubhouse and pool/spa gates. Joy did the initial research and found some vendors who provide Access Control Systems. Barb contacted 2 companies and they provided a proposed solution for adding the electronic key or access control system. We decided to pursue the proposal presented by Red Mountain Technology Solutions who are a local company in St. George, which is a huge benefit. They came to the community to see our clubhouse and gates and offer a solution in order for us to eliminate keys. Barb indicated another advantage to using an electronic door entry system is better control and visibility in who comes into the clubhouse and pool/spa area, specifically those owners who move and sell their properties. The other benefit; is that you are given only two (2) methods for entry and that is by using either a Keyfob or Mobile app on your phone. The Keyfob which fits on a key ring and is the size of a key and has a unique identifier and that is assigned to the owner. Those using the Mobile app are given unique login credentials to use the app and this information is tied to the owner as well. The Board decided to provide one (1) Keyfob per lot, if you want an additional Keyfob it will cost \$10 but if you return the Keyfob you will be refunded however, we will only issue two (2) Keyfob's per lot. If you lose the Keyfob you will be charged \$10 for a replacement. There is no charge for downloading and using the Mobile app. The Keyfob and Mobile app identifiers will be assigned by the front office staff to the owners. When a Keyfob or Mobile app credentials are assigned, it will capture the date and time of the person who entered the doors or gate. Each door and gate entry will also have a

camera facing the person coming in and if there is ever a problem or issue and the owner indicates they did not enter, we can review camera video footage and see who actually entered at that date and time. The Board and front office will have Admin access to run reports and access data and video. The camera position and video face out and are not capturing anywhere inside the clubhouse or pool/spa areas. The software can search for specific criteria such as a person in a red hoodie and provide results of that search. The other benefit of using the electronic door entry is when owners move out, they don't return their keys and still have access to the clubhouse and pool/spa doors and now we can lock them out and remove them from our system.

Jerry added that living next to the clubhouse and pool he sees people coming and going and has seen multiple people stop and go into the pool area and then later leave the park and it is one of the reasons for using this type of system.

Joy mentioned when she gets the demand letter from the Title Company she knows when the closing occurs and can shut off the owner's access at that time.

Barb mentioned the other benefit is we can schedule when the electronic locks are active and can be turned on an off at specific times. We will keep the master locks on the doors and gates as an override.

Teri Perkes asked if someone is inside the building and it's been shut off can they get out. Barb responded that everyone could exit just as they do now using a key and pushing the gate door.

We are anticipating installation of the electronic keypads and camera in December and after the hardware has been installed, training will be conducted for the front office and Board members.

We will be adding electronic keypads to the front and back doors of the clubhouse and keypads for the front and back pool/spa gates. Accessing the doors will be using either a Keyfob or Mobile App. Red Mountain partners with Avigilon Alta (formerly Openpath) who provides the hardware and cloud based software.

Dave Comerzan asked what happens should we have a loss of power in the clubhouse. Barb said she will need to ask Red Mountain since we need power to use the camera, but the locks have batteries and will need to be addressed.

OPEN FORUM / SUGGESTIONS:

Jerry asked that comments be limited to 3 minutes.

Chuck indicated that we had only one participant on the Zoom call and if they had a question to put it into the Chat box.

Marge Comerzan 14 Redbluff – who would we call if we find a problem with water or there is an emergency since we use to call PPM? Jerry said you would **call or** come to his home.

Dave asked Jerry if a notice could be sent out to owners that if there is an emergency they could contact a Board Member since we no longer use PPM. This would be for a major problem, not broken sprinklers.

John Frech asked a question about xeriscaping and if he choose to xeriscape at his house how does that affect another owner. It is just a feel good for those who don't use water on the property because there is no way to measure what each lot uses in water consumption. Jerry said those who moved into this park know it's an HOA and the water is shared but if you find a neighbor is over-watering you have the right to tell them to stop.

Chuck asked Jerry if it has been a problem with individuals over-watering and Jerry said it was. Chuck indicated we are watching the budget for water and making sure we stay within the budget.

Jerry asked if there were any other questions, there were not, and he asked for a motion to adjourn.

Chuck made the motion to adjourn.

Dave 2nd the motion

Meeting adjourned at 11:24 am

Minutes Submitted: Barb Campbell HEOA Secretary