

**SIERRA HEIGHTS HOMEOWNER'S ASSOCIATION
MINUTES OF THE 2023 ANNUAL MEETING**

May 3, 2023

6:30 PM

I. CALL TO ORDER – Troy Knickerbocker, President

- a. Call to order at 6:35 pm.
- b. It was announced that we had 15 proxies plus 11 members in attendance for a total of 26, which exceeds the 10% of members (18) needed to have a quorum.
- c. Welcome and introduction of current board members.
- d. Current board members present: Troy Knickerbocker, Dan Gutierrez, and Mary Kelly.
- e. Committee members present: Klaus Bartels, Lee Bartels and Mervat Mansour.
- f. Other SHHOA members present introduced themselves. Gloria Sanchez, Tom DeLaune, Letty Vacek, Rocky Valdez, Chad Skeeters and John Schrock.
- g. Klaus announced the Lapacka family would receive a free clubhouse rental certificate since they had volunteered over 8 hours on April 30, 2023 at Klaus' annual spring volunteer maintenance and clean-up day to get the clubhouse ready for the annual open house.

II. MEETING MINUTES

- a. Klaus identified that the current SHHOA website is where the annual and board meeting minutes are posted (sheightshoa.org).
- b. Mary made a motion to approve the 2022 annual member meeting minutes and Dan Gutierrez seconded the motion. All the attendees approved the 2022 annual member meeting minutes.

III. MEMBER'S DISCUSSION FORUM

Troy opened up the floor to any questions/comments from the members.

- Chad Skeeters brought up an issue re: pickleball. He wants to increase the number of pickleball courts. He asked if he could put some temporary tape on the basketball court on the east half of the multisport court to create an additional pickleball court and he would purchase the tape. He said that he and John Schrock have already purchased their own net. An in-depth conversation ensued re: what to do when basketball players show up to play basketball and if there are pickleball players already playing. The board agreed to allow Chad to install temporary tape on the basketball court to create one pickleball court and we would see how things go with any potential conflicts with basketball players. The board said they would consider adding a second pickleball court to the multisport court west half once funding is available to resurface the court. A recommendation was made to select two nights the pickleball players would want to play pickleball and an email would be sent by Klaus to the membership stating that the

basketball court would not be available. The pickleball players said they would get back with Klaus on the two nights they recommend.

IV. COMMITTEE REPORTS

- a. Membership Report – Lee Bartels. Lee’s report was given by Mary (attached).
- b. Clubhouse Reservations Report – Mervat Mansour
 - Mary announced we budgeted \$1,200 for reservations for FY 2022-2023 and received \$1,600 at the end of the year, a net increase of \$400.
 - Mervat stated there are two reservations upcoming in May.
 - Mervat suggested opening up the clubhouse to the public to generate more income. Pros and cons were discussed with that idea. The board said this would be discussed/decided in executive session.
- c. Financial Reports – Mary Kelly, Treasurer
 - Reviewed SHHOA Budget for 2022-2023.
 - Discussed the proposed budget for 2023-2024
 - Reported that at the end of April 2023, we had ~\$17.8k in our money market account and \$860 in our checking account, which are the funds we are going into the next fiscal year with. After the roof replacement in 2019 our property insurance deductible went up to \$25k. Based on this, the previous Board determined in 2020 that our capital reserve/emergency fund should be \$25k to cover the deductible. This has remained the same even though we dipped below that value in FY 2022 -2023 due to the \$45K (approx.) cost of the pool replastering done in Nov/Dec 2022.
- d. Maintenance and Facilities Report – Klaus Bartels
 - Overview of major items – see attached Annual Facilities Maintenance Report, which includes a list of possible capital improvement/major maintenance projects.
 - Klaus also discussed in detail one of two possible capital improvement/major maintenance projects –He stated that Pleva AC just replaced the 17-year-old system (compressor) with a new Bosch system on April 28, 2023, but Pleva is holding our check until May 3, 2023. He recommended resurfacing court #3 (basketball/pickleball/volleyball court) if funding allows later in the year.
- e. Special Activities – Klaus Bartels
 - The next free Adult/Teen Tennis Clinic will be held Sunday, May 7 at 7 pm.
 - Klaus said that social tennis will continue on Wednesdays and Sundays from 7 pm-9 pm and he will schedule a tennis tournament in the next few weeks.
 - Klaus stated he will be having the first Kids Science/Engineering Activity of the year on Sunday, May 21 from 2 pm-5 pm for ages 6-14. Details will be provided in a future email to members.

V. OTHER BUSINESS

- a. Mary stated that we have no information on when construction will be completed for Scott Felder Homes and Heights of Crownridge Phase 2. The Board will have to decide the SHHOA membership status of those new subdivisions in the future and amend the SHHOA Bylaws to reflect their membership status.

VI. ACTION ITEMS

Election of Board Members for 3 May 2023 – 30 April 2024. The SHHOA Bylaws specify that the Board may include up to five members. Joel Alexander resigned and there were no new nominations from the floor or by proxy. Nominees are:

- o Mary Kelly
- o Dan Gutierrez
- o Leticia (Letty) Vacek
- o Troy Knickerbocker
- o Marco (Rocky) Valdes

The board moved to accept the five nominees, which all members agreed to.

Mary Kelly volunteered to prepare the meeting minutes for the annual meeting.

VII. Troy adjourned the meeting at 7:50 pm (followed by Executive Session).

Executive Session: Board positions were assigned during the Executive session as follows:

- o Treasurer - Mary Kelly
- o Board Member at Large - Dan Gutierrez
- o Vice President - Leticia (Letty) Vacek
- o President - Troy Knickerbocker
- o Secretary - Marco (Rocky) Valdes

Mary Kelly, Treasurer
Sierra Heights HOA

6 Attachments
Meeting Agenda
Sign-In Sheet
Membership Report
2022 – 2023 Budget
2023 – 2024 Proposed Budget
Annual Facilities/Maintenance Report

SIERRA HEIGHTS HOMEOWNER'S ASSOCIATION
Annual Membership Meeting Agenda
May 3, 2023 6:30PM

- I. CALL TO ORDER – Troy Knickerbocker (SHHOA President)
 - a. Welcome
 - b. Confirmation of meeting quorum (minimum of 18 members (10%) in attendance or by proxy)
 - c. Introduction of current Board Officers & Committee Chairs

- II. MEETING MINUTES – Mary Kelly (SHHOA Treasurer/Secretary)
 - a. Read and approve minutes from the May 2, 2022, Annual Meeting

- III. MEMBER'S DISCUSSION FORUM
 - a. Questions/comments/discussion (limited to 5 minutes maximum per person)

- IV. COMMITTEE REPORTS
 - a. Membership – Lee Bartels (SHHOA Membership)
 - Membership report for 2022 – 2023
 - b. Clubhouse Reservations – Mervat Mansour (SHHOA Facility Reservations)
 - Clubhouse Reservations report for 2022 – 2023
 - c. Financial – Mary Kelly (SHHOA Treasurer/Secretary)
 - Review SHHOA Budget for 2022-2023
 - Review SHHOA Budget for 2023-2024
 - Report Cash Balance
 - d. Maintenance and Facilities – Klaus Bartels (SHHOA Maintenance)
 - Maintenance and Facilities report for 2022 – 2023
 - Recommended capital improvement/major maintenance projects
 - Volunteer recognition
 - e. Special Activities – Klaus Bartels
 - Pro Tennis Clinics, Social Tennis and Tennis Tournaments
 - Kids Science/Engineering Activities

- V. OTHER BUSINESS
 - a. Membership status of new subdivisions (Mandatory, Voluntary, Sustaining)
 - i. Scott Felder Homes (former Lutheran HS ball fields property)
 - ii. Heights of Crownridge second phase

- VI. ACTION ITEMS – Mary Kelly (SHHOA Treasurer/Secretary)
 - a. Election of Board Officers for 3 May 2023 –30 April 2024. Officer positions consist of the President, Vice President, Treasurer, Secretary, and Board Member at Large. Nominations will also be taken from the floor and will require the consent of the nominee and a second from another SHHOA member.
 - Current Nominations for Board Officer positions
 - Troy Knickerbocker
 - Mary Kelly
 - Dan Gutierrez
 - Leticia Vacek
 - Marcos (Rocky) Valdes

- VII. ADJOURNMENT OF ANNUAL MEMBER MEETING

- VIII. EXECUTIVE SESSION
 - a. Elected Board Officers meet in Executive Session to assign Board positions

Sign-In sheet
SHHOA Annual Mtg
May 3, 2023

Mary Kelly

Chad Skerton

John Schnock

Marcos (Rocky) Valdes

~~Tom DeLaune~~

Daniel Gutierrez

Letty Vacek

Gloria Sanchez

Troy Knickerbocker

Mervat Mansour

Sierra Heights Homeowners Association

Annual Meeting Membership Report

May 3, 2023

Mandatory Properties	91
Unpaid Mandatory Property	1
Total Mandatory Properties Paid	90
Voluntary Properties (3 special memberships included)	85
Total Paid Memberships	175

Examples of Voluntary Membership:

Walden Meadows (Gated)	Total Properties 59	SHHOA Members 7	11.9%
Walden Meadows	Total Properties 13	SHHOA Members 5	38.5%
Heights of Crownridge	Total Properties 138	SHHOA Members 21	15.2%
Total Voluntary Properties:	362	SHHOA Members 85	20.1%

Lee Bartels
Membership Chair

SHHOA 2022-2023 Financial Budget and Statement of Income and Expense

Last Updated: 5/2/2023
Reported by: MTK

BEGINNING WITH INCOME AND EXPENSES FROM MAY 1, 2022 THROUGH APRIL 30, 2023

Acct Income	Description	Actual												YTD Total	Budget Balance	Remarks
		2022-2023	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar			
10.00	Annual Assessment	\$46,400.00	\$34,370.00	\$10,781.10	\$2,345.00	\$748.30	\$465.00	\$0.00	\$290.00	\$290.00	\$295.00	\$0.00	\$0.00	\$46,584.40	\$ 3,184	50/91 mandatory pd. 85 voluntary pd as of 4/30/2023; budget based on 189 members both mandatory & voluntary (429)
10.01	Clubhouse Usage Fees- Deposits	\$1,200.00	\$500.00	\$180.00	\$695.00		\$150.00	\$150.00	\$25.00	\$200.00				\$1,600.00	\$ 400	
10.02	Transfer Fees-Member Property Sales	\$500.00	\$150.00											\$500.00	\$ 100	
10.03	Miscellaneous Income (From Savings, RBCU dividends, insurance proceeds, refunds, etc.)	\$100.00	\$0.96	\$0.57	\$0.63	\$0.54	\$0.42	\$0.30	\$35,100.33	\$12,555.34	\$0.15	\$3,000.12	\$1,077.06	\$54,736.66	\$ 54,637	The \$35,100 came from money market to cover partial pool maintenance. The \$12,555 came from money market to complete the pool drains.
	Total Income	\$48,200.00	\$34,370.96	\$11,481.67	\$2,525.63	\$1,443.84	\$615.42	\$150.30	\$35,415.33	\$12,755.34	\$295.15	\$3,000.12	\$1,227.06	\$106,521.06	\$ 58,321	

Expenses

Acct Income	Description	Actual												YTD Total	Budget Balance	Remarks	
		2022-2023	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar				Apr
20.00	Capital Improvements	\$46,070.00				\$300.00			\$32,715.00	\$13,095.00						\$ 46,070	\$300 in Aug '22 for Club Member's Eagle Scout Project to replace the pool deck in Dec '22 (partial pmt). 1 pd. \$13,095 Change pools in Dec '22 for a grand total of \$46,770.
20.10	Director's and Officer's Insurance	\$1,350.00	\$1,311.00													\$ 1,311	\$ 39
20.11	Property & Liability Insurance/Umbrella	\$5,500.00	\$5,838.00													\$ 5,838	\$ 43
20.12	Legal Fees	\$500.00	\$94.00													\$ 94	\$ 406
20.13	Office Supplies, 1099 & 1096 forms, postage, printing, etc.	\$150.00	\$11.60													\$ 130	\$ 20
20.14	Tax Return Preparation	\$450.00	\$490.00													\$ 450	\$ -
20.20	Maintenance & Repair-Supplies	\$1,000.00	\$99.37			\$374.54	\$47.02	\$122.91		\$182.31						\$ 805	\$ 195
20.21	Housekeeping (Cleaning Restrooms)	\$1,000.00	\$200.00	\$200.00	\$400.00			\$200.00		\$200.00		\$200.00				\$ 1,600	\$ (600)
20.22	A/C Maintenance Service	\$100.00														\$ -	\$ (95)
20.23	Pest Control	\$100.00														\$ -	\$ 100
20.30	Re-occurring Grounds Engineer (\$650/mo)	\$7,800.00	\$650.00	\$650.00	\$650.00	\$650.00	\$650.00	\$650.00	\$650.00	\$650.00	\$650.00	\$650.00	\$650.00	\$650.00	\$650.00	\$ 7,800	\$ -
20.31	Assistant Grounds Maintenance Labor	\$1,500.00	\$67.36			\$226.04	\$26.04	\$175.00		\$140.63						\$ 835	\$ 665
20.32	Supplies (Landscaping materials, plants, etc.)	\$1,500.00	\$67.36			\$226.04	\$26.04	\$175.00		\$140.63						\$ 324	\$ 1,176
20.40	Pool Maintenance Contract (\$250/month)	\$3,000.00	\$750.00			\$750.00		\$750.00		\$750.00						\$ 3,000	\$ -
20.41	Pool Chemicals	\$3,500.00	\$93.97			\$1,129.59	\$1,080.88	\$501.26		\$1,331.14						\$ 5,126	\$ (1,626)
20.42	Pool Supplies, Furniture & Small Equipment	\$300.00	\$93.97			\$85.43		\$211.28		\$67.94						\$ 406	\$ (126)
20.43	Pool License	\$200.00														\$ 200	\$ 0
20.50	Court Supplies; Repairs (lights, etc.)	\$500.00	\$17.30			\$142.97		\$186.99		\$301.15						\$ 938	\$ (438)
20.60	Telephone and Wifi	\$1,000.00	\$76.14			\$76.20	\$76.20	\$77.34		\$78.12						\$ 923	\$ 77
20.61	Website Maintenance (i.e. GoDaddy renewal for SHHOA domain name, updates, security, etc.)	\$250.00	\$676.88			\$321.07		\$599.97		\$75.87						\$ 638	\$ (388)
20.62	CRS/Electric	\$6,000.00	\$427.52			\$902.42	\$851.82	\$782.07		\$473.44						\$ 7,294	\$ (1,294)
20.63	SAMS/Water	\$3,250.00	\$427.52			\$351.76	\$327.82	\$486.68		\$185.59						\$ 4,269	\$ (1,019)
20.70	Annual Key Change and Keys	\$500.00	\$250.00			\$8.66		\$18.88		\$30.00						\$ 229	\$ 221
20.71	Miscellaneous Items (NFO, Kids Activities, Open House, Special Events, drinks, etc.)	\$200.00	\$45.16					\$72.00		\$1.56						\$ 136	\$ 64
20.72	Property Tax	\$1,592.00						\$14.85		\$15						\$ 15	\$ 10
20.73	Contingency (Building pool lights, plumber, etc.)	\$1,500.00						\$250.00		\$200.00						\$ 250	\$ 1,342
20.74	Maintenance/Repair - SPECIAL LABOR	\$1,500.00						\$200.00		\$200.00						\$ 200	\$ 1,380
	Checking Account Total Debit	\$89,287.00	\$4,433.82	\$10,155.91	\$3,301.69	\$3,646.32	\$4,144.30	\$3,171.09	\$34,136.08	\$15,841.13	\$2,106.25	\$1,772.72	\$4,393.27	\$89,175.05	\$91.95	\$220-Special Labor for Klaus; \$253.87-Suberg Electric	
	NET PROJECTED BUDGET =	\$41,067.00							Total Income minus Total Expense =					\$ 17,346	\$ 56,413		

Account Balances	Money Marketing Account	Checking Account	Capital Reserve Target	Capital Reserve (Actual)
\$17,826.70	\$899.56	\$25,000.00	\$25,000.00	<\$20,000.00
Total Cash on Hand				
Statement dated 4/1/2023 thru 4/30/2023				
Statement dated 4/1/2023 thru 4/30/2023				
Total Cash on Hand				

Item #	Description	Estimated Cost	Status	Actual Cost
1	Replace HVAC system (indoor and outdoor units) with higher efficiency system	\$9,500		
2	Resurface court #3 and replace large basketball backboards (multisport court)	\$9,000		
3	Plaster sides and bottom of large pool and repave tile	\$35,000-\$50,000	Completed 12/22	\$45,770.00
4	Replace pebble stone pool deck with new surface	TBD		

SHHOA 2023-2024 Financial Budget and Statement of Income and Expense

Last Updated: **MTK**
Reported by:

BEGINS WITH INCOME AND EXPENSES FROM MAY 1, 2023 THROUGH APRIL 30, 2024

Income	Description	Actual												YTD Total	Budget Balance	Remarks	
		Budget 2023-2024	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar				Apr
10.00	Annual Assessment	\$2,700.00													\$ -	\$ (52,700)	Budget based on 170 members (at \$310) both mandatory & voluntary; 175 in FY 2022-2023
10.01	Clubhouse Usage Fees- Deposits														\$ -	\$ (1,500)	
10.02	Transfer Fees-Member Property Sales														\$ -	\$ (500)	
10.03	Miscellaneous Income (Transfer from Savings, RBFCU dividends, insurance proceeds, etc.)														\$ -	\$ (50)	
	Total Income	\$4,750.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ -	\$ (54,750)	
															\$ -	\$ 7,325	
															\$ -	\$ 1,350	
															\$ -	\$ 5,900	
															\$ -	\$ 500	
															\$ -	\$ 100	
															\$ -	\$ 450	
															\$ -	\$ 1,000	
															\$ -	\$ 1,650	
															\$ -	\$ 155	
															\$ -	\$ 25	
															\$ -	\$ 7,800	
															\$ -	\$ 1,000	
															\$ -	\$ 1,000	
															\$ -	\$ 3,000	
															\$ -	\$ 6,000	
															\$ -	\$ 400	
															\$ -	\$ 230	
															\$ -	\$ 750	
															\$ -	\$ 1,000	
															\$ -	\$ 50	
															\$ -	\$ 9,200	
															\$ -	\$ 3,500	
															\$ -	\$ 500	
															\$ -	\$ 100	
															\$ -	\$ 15	
															\$ -	\$ 500	
															\$ -	\$ 53,500.00	
														Total Income minus Total Expense =	NET CHANGE =	\$ -	
														NET PROJECTED BUDGET =			

Statement dated x/x/2023 thru x/x/2023
Statement dated x/x/2023 thru x/x/2023

Total Cash on Hand **\$0.00**
\$25,000

Account Balances
Money Marketing Account
Checking Account

Capital Reserve Target
Actual Reserve

Capital Improvement Projects for 2023-2024 SHHOA Budget Consideration

Item #	Description	Estimated Cost	Status	Actual Cost
1	Replace HVAC system (indoor and outdoor units) with higher efficiency system	\$11,350		
2	Resurface court #3 and replace large basketball backboards (multisport court)	\$10,000		
3	Replace pebble stone pool deck with new surface	TBD		

Annual Facilities/Maintenance Report - Sierra Heights HOA

Period Covered: May 3, 2022, to May 2, 2023

A. The following describes the most significant maintenance/repair/upgrade work completed during this period at the SHHOA complex. Except where indicated, Klaus Bartels performed the work (with help of maintenance assistant in some cases).

Clubhouse Building, Stairs, and Front Gate

6/6/2022	Replaced broken front gate lock and tightened gate hinges
7/8/2022	Replaced front gate automatic closer
6/6/2022	Replaced batteries in Flume water flow sensor
10/4/2022	Installed new Flume 2 water flow sensor system after failure of old system
10/7/2022	Replaced video camera on channel 4
10/10/2022	Moved video camera on channel 5 to large crepe myrtle tree behind building to show view of courts
2/6/2023	Airtron (contractor) performed service check on old HVAC system – recommended system replacement
3/3/2023	Painted orange safety striping at the edge of the front stoop at the bottom of the clubhouse entrance stairs
4/28/2023	Pleva Heat & AC (contractor) installed new 5-ton, 15 SEER, HVAC system

Tennis Courts (#1, #2) & Multisport Court (#3)

6/8/2022	Suberg Electric (contractor) replaced bad circuit breaker for court #2 lights (south side)
10/23/2022	Painted white net line on tennis backboard on court #2
12/9/2022	Replaced tennis net center strap on court #1
1/3/2023	Installed two additional casters on pickleball net frame
3/14/2023	Suberg Electric (contractor) replaced broken 1000 W light bulb on court #2 that is closest to the gate.
3/14/2023	Replaced tennis net and net center strap on court #2
4/10/2023	Repaired rusted/cracked court #1 gate section with steel epoxy glue

Pool Area & Pump Room

5/3/2023	Installed Covered Patio Usage sign on covered patio in pool area
7/7/2022	Replaced pool light timer in pump room
10/26/2022	JPB Plumbing (contractor) replaced corroded/leaking fittings on main water supply line in pump room
11/7/2022 to 12/16/2022	Chavez Pools (contractor) replastered and installed new waterline tiles on both pools, replaced depth and “No Diving” signage to meet current codes on both pools, replaced inlaid steps for the northeast pool ladder, filled in old inlaid steps in southeast wall of adult pool, and replaced three water inlet eyelets in adult pool.
12/11/2023	Installed new “Pool Rules” sign
3/23/2023	Community Pool Management (contractor) installed new controller for pool chemical injection system
4/1/2023	Replaced one of the bench seats and added a new top to wooden picnic table in SW corner of pool area

Clubhouse Grounds and Parking Lot

Note: Routine/regular grounds maintenance items such as cutting/trimming grass, mulching plant beds, normal trimming of bushes/trees, weeding, sweeping up leaves/debris, and treating fire ant mounds/wasp nests are **not** listed below.

9/5/2022	Completion and activation of the SHHOA Little Free Library – Caleb Alexander Eagle Scout project
Oct-Dec 22	Installed rubber tree rings at bottom of 12 nandina plants
2/2-4/2023	Cut up large triple-trunk tree near east end of parking lot that collapsed during freezing rainstorm. With the help of “An” Clives stacked tree logs in firewood pile adjacent to drainage area. Also, cut up fallen tree branches on court #1 (west end) and from three mountain laurel trees in the pool area.
4/20-26/2023	Replaced two irrigation system zone valves and repaired wiring to valves on three zones.
4/29/2023	Annual Irrigation Checkup submitted and accepted by SAWS

Annual Facilities/Maintenance Report - Sierra Heights HOA

4/29-30/2023	<p>A total of 42 hours work was done at the annual landscape/maintenance weekend by 14 volunteers (Fengxin Chen, Dustin/Sara/Audrey/Jeanette Lapacka, Tom Delaune, Jenny Swilley, Troy Knickerbocker, Juan/Lorenzo/Marco Ramirez, Sergio Montero, John Kelly, and Klaus Bartels). Work done: Picked and delivered 40 bags of mulch from Lowe's; Cleaned outdoor covered patio grill, lights, and picnic table; Picked up leaves/debris around parking lot; Cleaned 2nd floor patio and picnic table; Removed shoots at bottom of nandina plants; Removed weeds in mulched areas around pool; Cleaned leaves/dirt from courts; Cleaned gutters; Painted two wooden picnic tables in pool area; Touchup-painted door on 2nd floor; Removed weeds and spread mulch in plant beds in front of and on either side of front entrance; Removed weeds and tree shoots coming through landscape rocks in plant beds around parking lot. Removed weeds in Asian jasmine plant bed in pool area; Trimmed bushes and crepe myrtle trees in plant beds around parking lot; Trimmed large photinia bushes between court #2 and #3; Cleaned floors, countertops, doors, and windows in kitchen and party room; Picked up tennis balls and litter around the outside of three courts; Cleaned pools and pool chairs; Mowed grass; Repaired broken sprinkler line & replaced broken sprinkler head in SE corner of property; Pressure-washed limestone retaining walls on either side of front entrance and along walkway to courts.</p>
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B. Overall Facilities Assessment:

1. Clubhouse building: Good condition. New higher efficiency HVAC system replaced 16-yr-old HVAC compressor (froze over in winter) and 9-yr old air handler. Breezeway water cooler not cooling water.
2. Bathrooms: Good condition.
3. Clubhouse function/party room: Good condition. Wood floor and furniture showing normal wear/tear.
4. Clubhouse kitchen: Good condition. Floor tile grout cracking. Stove/microwave clock segments unlit
5. Clubhouse grounds (incl. sprinkler system): Good condition. Limestone steps of tiered beds in front need straightening. Repairs required to get two zones north of pool working with the irrigation controller.
6. Courts:
 - Court #1: Good – cracks on surface but not a safety hazard – last resurfaced in 2016
 - Court #2: Good – cracks on surface but not a safety hazard - last resurfaced in 2018
 - Court #3: Fair to Good – lines (except pickleball) faded - cracks on surface increasing and widening quickly, but not yet a safety hazard – last resurfaced in 2003 - second pickleball court needed
7. Outdoor covered patio and gas grill: Excellent
8. Pools/pumps/filters: Good to Excellent. Pools in excellent condition. Pool deck has cracks but are not a safety hazard. Pumps/filters in good working condition; however, one filter is original filter from 1985.
10. Video surveillance system: Excellent
11. Wrought iron fencing/railing, front gate, and pool gate: – Fair to Good condition. Treatment/painting of surface rust is needed in many places – most recently repainted by contractor in 2016.

C. Recommended Capital Improvement and Major Maintenance Projects:

	Project Description	Est. Cost (\$)
1	Replace HVAC system (indoor and outdoor units) with higher efficiency (SEER 15) system (project completed 28 April using 2023/24 budget year funds)	\$10775 (w/CPS rebate)
2	Resurface multisport court #3 to include two pickleball courts	\$10720
3	Resurface one tennis court	\$8000

Klaus B. Bartels
SHHOA Director of Maintenance
May 2, 2023