

**SIERRA HEIGHTS HOMEOWNER'S ASSOCIATION
MINUTES OF THE 2022 ANNUAL MEETING
May 2, 2022 6:30PM**

- I. CALL TO ORDER – Troy Knickerbocker, President
- a. Call to order at 6:38 pm.
 - b. It was announced that we had 19 proxies plus 9 members in attendance for a total of 28, which exceeds the 10% of members (17) to have a quorum.
 - c. Welcome and introduction of current board members.
 - d. Current board members present: Troy Knickerbocker, Joel Alexander, Dan Gutierrez, and Mary Kelly.
 - e. Current board members absent: Reba James
 - f. Committee members present: Klaus Bartels and Lee Bartels.
 - g. Committee members absent: Mervat Mansour
 - h. Other SHHOA members present introduced themselves. Esther Basaldua, Tom DeLaune and Elba DeLaune.
 - i. Troy announced the Lapacka family would receive a free clubhouse rental certificate since they had volunteered over 8 hours on April 30, 2022 at Klaus' annual clean spring volunteer maintenance and clean-up day to get the clubhouse ready for the annual open house.
- II. MEETING MINUTES
- a. Dan Gutierrez made a motion to not take time to read the 2021 annual member meeting minutes, but to go ahead and approve them as is. Troy seconded the motion. All the attendees approved the 2021 annual member meeting minutes.
 - b. Klaus identified that the current SHHOA website is where the 2021 annual and board meeting minutes are posted (sheightshoa.org).
- III. MEMBER'S DISCUSSION FORUM
- Troy opened up the floor to any questions/comments from the three members.
- Esther asked if it was an HOA requirement for people to sweep up their oak leaves and tassels that fall in the curb. Mary said that is not an HOA requirement to do so. A discussion ensued re: blowing leaves in storm drains, blowing them down the street and the need for residents to sweep up their own leaves that fall. Discussed trimming of any oak trees and the requirement to spray the wound within 30 minutes.
 - Tom brought up speeding in the neighborhood and many voiced an opinion that 30 mph is probably too fast a speed limit on residential streets.
 - Another topic initiated was that the curve on Wittenburg just east of La Sierra needs rumble strips or speed humps to slow down vehicles. Mary said she would mention this concern to Crownridge HOA President, John Kelly.
- IV. OTHER BUSINESS
- a. Mary briefly discussed status of the Scott Felder Homes and Heights of Crownridge Phase 2. Mary stated that the developer's representative for the new Scott Felder homes subdivision on Luskey Rd. had never stated if they

decided to make these 41 homes mandatory for Sierra Heights HOA and in all likelihood, would probably not do so. Discussion ensued re: sustaining membership vs. mandatory membership. Mary said she would prepare a letter for Troy's signature stating that the new Scott Felder subdivision would have to designate all properties in their covenants as either mandatory or sustaining members to be able to have access to SHHOA facilities. Voluntary memberships will not be allowed there. The letter would include an explanation of how sustaining membership would work.

- b. Since all proxies had voted for the proposed restatement of the SHHOA by-laws, Mary made a motion and Joel seconded that motion to accept the bylaws. All members present agreed. Klaus stated that Mary would have to sign and get them notarized.

V. COMMITTEE REPORTS

- a. Financial Reports – Mary Kelly, Treasurer
 - Reviewed SHHOA Budget for 2021-2022.
 - Discussed the proposed budget for 2022-2023.
 - Reported that at the end of April 2022, we had ~\$52k in our money market account and \$3.5k 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 under Frosty Forster's leadership, determined in 2020 that our capital reserve/emergency fund should increase from \$20k to \$25k to cover the deductible. This has remained the same.
- b. Membership Report – Lee Bartels
- c. Lee provided the membership report, which is attached. Klaus pointed out that the total of 171 paid members this past year is the highest SHHOA has ever had.
- d. Clubhouse Reservations Report – Mary Kelly for Mervat Mansour
 - There were about 17 reservations this past year based on income generated.
 - Klaus stated that most of the reservations are during the spring and summer.
- e. 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 four possible capital improvement/major maintenance projects – re-plastering of the large pool. He stated he had received two bids and was waiting on a third. He said this could cost anywhere from \$35k-\$50k and the last time it was done was 17 years ago. He reminded everyone that the AC unit could go out at any time and full replacement of the system is required because of the coolant that is required now and that replacement is estimated at \$9,500.
- f. Special Activities – Klaus Bartels
 - The next free Adult/Teen Tennis Clinic will be held on Sunday, May 15 at 7 pm.
 - Klaus stated he will be having the first Kids Science/Engineering Activity since the pandemic began on Sunday, June 5. It will involve

rockets and robotics activities. Details will be provided in a future email to members.

VI. ACTION ITEMS

Election of Board Members for May 2022 – April 2023. By-laws specify the Board may include up to five members. Reba James (Secretary) resigned and there were no nominations from the floor. Mary Kelly volunteered to pick up the Secretary duties.

- Nominations
 - Mary Kelly
 - Dan Gutierrez
 - Joel Alexander
 - Troy Knickerbocker

The board moved to accept the four nominations, which all members agreed to.

VII. Troy adjourned the meeting at 8:00 pm (followed by Executive Session).

Executive Session: Board positions were assigned during the Executive session.

Mary Kelly
Secretary/Treasurer
Sierra Heights HOA

6 Attachments
Meeting Agenda
Sign-in Sheet
Membership Report
2021 – 2022 Budget
2022 – 2023 Proposed Budget
Annual Facilities/Maintenance Report

SIERRA HEIGHTS HOMEOWNER'S ASSOCIATION

Annual Membership Meeting

May 2, 2022 6:30PM

- I. CALL TO ORDER – Troy Knickerbocker (SHHOA President)
 - a. Welcome
 - b. Confirmation of meeting quorum (minimum of 17 members (10%) in attendance or by proxy)
 - c. Introduction of current Board Officers & Committee Chairs

- II. MEETING MINUTES – Reba James (SHHOA Secretary)
 - a. Read and approve minutes from the May 3, 2021 Annual Meeting

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

- IV. COMMITTEE REPORTS
 - a. Financial – Mary Kelly (SHHOA Treasurer)
 - Review SHHOA Budget for 2021-2022
 - Review SHHOA Budget for 2022-2023
 - Report Cash Balance
 - b. Membership – Lee Bartels (SHHOA Membership)
 - Membership report for 2021 – 2022
 - c. Clubhouse Reservations – Mervat Mansour (SHHOA Facility Reservations)
 - Clubhouse Reservations report for 2021 – 2022
 - d. Maintenance and Facilities – Klaus Bartels (SHHOA Maintenance)
 - Maintenance and Facilities report for 2021 – 2022
 - Volunteer recognition
 - Possible capital improvement/major maintenance projects for 2021 - 2022
 - 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
 - b. SHHOA Bylaws revision

- VI. ACTION ITEMS – Reba James (SHHOA Secretary)
 - a. Vote on 2022 Restatement of SHHOA Bylaws
 - b. Election of Board Officers for 2 May 2022 –30 April 2023. 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 consent of the nominee and a second from another SHHOA member.
 - Current Nominations for Board Officer positions
 - Mary Kelly
 - Dan Gutierrez
 - Joel Alexander
 - Troy Knickerbocker

- VII. ADJOURNMENT OF ANNUAL MEMBER MEETING

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

Annual Member Meeting
2 May 22

Attendance

Name	Address
Klaus Bartel,	6603 Bavaria Ct
Tom DeLaune	6702 MUNICH
ELBA DeLAUNE	11
Esther Basaldua	19911 Wittenburg
Daniel Gutierrez	~ 19325 Strauss,
Mary Kelly	6723 Wagner Way
Troy Kurlenbraker	19714 Wittenburg
JOEL ALEXANDER	19722 WITTENBURG

Sierra Heights HOA

Membership Report

May 2, 2022

As of April 30, 2022, Sierra Heights had 90 Mandatory properties with one past due. The year ended with 81 Voluntary properties, for a total of 171. Six residents joined on our Special Membership Promotion that ran from January 1 until April 15.

Lee Bartels
Membership

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

Last Updated: **MTK**
 Reported by:

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

Acct Income	Description	Actual												YTD Total	Budget Balance	Remarks			
		Budget 2022-2023	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar				Apr		
10.00	Annual Assessment	46,400.00															\$ (46,400)	XX/91 mandatory pd, XX voluntary pd as of XX/2022; budget based on 160 members both mandatory & voluntary	
10.01	Clubhouse Usage Fees- Deposits	1,200.00																\$ (1,200)	
10.02	Transfer Fees-Member Property Sales	500.00																\$ (500)	
10.03	Miscellaneous Income (RBCU dividends, insurance proceeds, other refunds, etc.)	100.00																\$ (100)	
10.04	Income Surplus (Reserve)	19,997.00																\$ (19,997)	
	Total Income	68,197.00																\$ (68,197)	

Expenses	Description	Actual												YTD Total	Budget Balance	Remarks			
		Budget 2022-2023	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar				Apr		
20.00	Capital Improvements	25,000.00																\$ 25,000	
	Mgmt Expenses	1,350.00																\$ 1,350	
20.10	Director's and Officer's Insurance	5,900.00																\$ 5,900	
20.11	Property & Liability Insurance/Umbrella	500.00																\$ 500	
20.12	Legal Fees	150.00																\$ 150	
20.13	Office Supplies, 1099 & 1096 forms, postage, printing, etc.	450.00																\$ 450	
	Building, Fence & Gate Expenses	1,000.00																\$ 1,000	
20.20	Maintenance & Repair-Supplies	1,000.00																\$ 1,000	
20.21	Housekeeping (Cleaning Restrooms)	100.00																\$ 100	
20.22	A/C Maintenance Service	100.00																\$ 100	
20.23	Pest Control	100.00																\$ 100	
	Grounds-Landscap& Maintenance Expenses	7,800.00																\$ 7,800	
20.30	Re-occurring Grounds Engineer (\$650/mo)	1,500.00																\$ 1,500	
20.31	Assistant Grounds Maintenance Labor	1,500.00																\$ 1,500	
20.32	Supplies (Landscaping materials, plants, etc.)	1,500.00																\$ 1,500	
	Pool and Pumps Expenses	3,000.00																\$ 3,000	
20.40	Pool Maintenance Contract (\$250/month)	3,500.00																\$ 3,500	
20.41	Pool Chemicals	300.00																\$ 300	
20.42	Pool Supplies, Furniture & Small Equipment	230.00																\$ 230	
20.43	Pool License	500.00																\$ 500	
	Court Expenses	1,000.00																\$ 1,000	
20.50	Court Supplies	250.00																\$ 250	
	Utilities	6,000.00																\$ 6,000	
20.60	Telephone and Wifi	3,250.00																\$ 3,250	
20.61	Website Maintenance (inc. GoDaddy renewal for SHHOA domain name, updates, security, etc)	250.00																\$ 250	
20.62	CPS/Electric	6,000.00																\$ 6,000	
20.63	SAWS/Water	3,250.00																\$ 3,250	
	Miscellaneous	500.00																\$ 500	
20.70	Annual Key Change and Keys	200.00																\$ 200	
20.71	Miscellaneous Items (MNO, Kids Activities, Open House, Special Events, drinks, etc.)	25.00																\$ 25	
20.72	Property Tax	1,592.00																\$ 1,592	
20.73	Contingency (Building, pool, lights, plumber, etc.)	1,500.00																\$ 1,500	
20.74	Maintenance/Repair - SPECIAL LABOR	68,197.00																65,605.00	
	Checking Account Total Debit	68,197.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$ -	

NET PROJECTED BUDGET = \$ - - - - - **NET CHANGE =** \$ (2,592)

Statement dated X/X/2022 thru X/X/2023
 Statement dated X/X/2022 thru X/X/2023

Total Cash on Hand **\$0.00**
 Capital Reserve Target **\$25,000**

Annual Facilities/Maintenance Report - Sierra Heights HOA

Period Covered: May 4, 2021, to May 2, 2022

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

Clubhouse Building, Stairs, and Front Gate

8/1/2021	Installed 21 removable hooks on 3 walls of function room for hanging party decorations
8/3/2021	Contractor replaced urinal flush valve in men's room (old one was leaking)
9/25/2021	Replaced door handles on ladies' room stall doors
4/24/2022	Repaired bad power cable for camera #3 (tree cam) and replaced broken tree mount

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

3/19/2022	Replaced worn out and broken court bench on court #2 (northside) with new 2-person court bench.
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Pool Area & Pump Room

10/3/2021	Installed LED string lights on outdoor covered patio
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Clubhouse Grounds and Parking Lot

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

5/9/2021	Removed freeze-damaged crape myrtle next to sign by parking lot entrance
5/13/2021	Contractor installed slurry seal coat over asphalt parking lot
7/8/2021	Installed "75-minute limit" signs on court gates and "Adult supervision of children" sign on pool gate.
7/10/2021	Removed freeze-damaged branches from two crape myrtle trees on northwest portion of parking lot near Wagner/Wittenburg intersection
7/17/2021	Cut down and cut up dying live oak tree outside court #1, west side
7/18/2021	Replaced air filter, fuel filter, and spark plug of leaf blower
10/19/2021	Replaced bare spots in top and bottom left sections of pool lawn with St. Augustine sod donated by member Greg Ramsey
12/12/2021	Planted 4 purple fountain grasses in tiered plant bed to left side of front entrance to replace dead plants
12/30/2021	Contractor trimmed 2 red oak trees to remove branches overhanging court #2 and #3 fencing (east end), and removed two mountain cedar trees on cliff outside NE corner of court #2 (falling hazard)
3/5/2022	Planted crape myrtle tree (bright red flowers) to replace dead crape myrtle in north part of pool lawn
3/17/2022	Installed limestone edgers and landscape rock under red tip photinia near NE corner of the parking lot
4/13/2022	Planted 3 "Little Gem magnolia" trees between courts #2 and #3 to replace dead pittosporum plants
4/27/2022	Replaced irrigation system controller
4/27/2022	Replaced broken popup sprinkler (zone 5) and oscillating sprinkler (zone 9) heads
4/27/2022	Performed/submitted the SAWS annual irrigation system checkup - adjusted multiple sprinkler heads
4/30/2022	Volunteer landscape/maintenance day. Volunteers added landscape rocks between court #2 and #3 as well in bare spots in other plant beds. Cleaned picnic tables around pool, on 2 nd floor patio and in court #3. Removed weeds and spread mulch in plant beds around pool. Removed weeds and tree shoots coming through landscape rocks in plant beds all around parking lot. Trimmed bushes around parking lot. Cleaned floors, tables and windows in kitchen and party room. Picked up tennis balls and litter around the outside of three courts. Cleaned tops of trash cans and recycle bins. Cleaned and put out pool chairs. Picked up leaves/debris around parking lot. Thanks so much to the following volunteers who worked hard for a total of 33 hours: Fengxin Chen, Keith/Luke/Wilson Leslie, Justin/Sara/Audrey/Jeanette Lapacka, Tom Delaune, Jenny Swilley, Inger Alexander, Marius/Antonia Necsoiu, and Klaus Bartels

Annual Facilities/Maintenance Report - Sierra Heights HOA

B. Overall Facilities Assessment:

1. Clubhouse building: Good condition. 15-yr-old HVAC compressor unit may fail and need replacing.
2. Bathrooms: Good condition.
3. Clubhouse function/party room: Good condition. Wood floor and furniture showing wear and 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 for wiring from irrigation controller to three front zones
6. Courts:
 Court #1: Good – cracks on surface but not a safety hazard
 Court #2: Good – cracks on surface but not a safety hazard
 Court #3: Good – lines (except pickleball) faded; cracks on surface increasing but not a safety hazard
7. Outdoor covered patio and gas grill: Excellent
8. Pools/pumps/filters: Fair to Good. Adult pool has multiple stains/chips at bottom/sides, some missing tiles along waterline and is due replastering (last done in 2005). Baby pool plaster needs repair in two spots. Deck has cracks but are not a safety hazard. Pumps and filters are in good condition.
10. Video surveillance system: Excellent
11. Wrought iron fencing/railing, front gate, and pool gate: – Fair condition. Treatment/painting of surface rust is needed in many places.

C. Possible Capital Improvement and Major Maintenance Projects:

	Project Description	Est. Cost (\$)
1	Replace HVAC system (indoor and outdoor units) with higher efficiency system	\$9500
2	Replaster sides and bottom of large pool and replace waterline decorative tiles	\$35,000 - \$50,000
3	Resurface multisport court #3 and replace large basketball backboards (multisport court)	\$10000
4	Resurface one tennis court	\$7000