**Sierra Heights HOA**

**Special Board Meeting**

Date of Meeting: September 26, 2023

Time of Meeting: 7:00 pm

Location of Meeting: Sierra Heights Clubhouse, 19435 Wittenburg

1. A special board meeting of the Sierra Heights HOA (SHHOA) was called to discuss new business, which included:
2. Develop a Collections Policy/Payment Plan for delinquent accounts
3. Lutheran High School’s (LHS) Usage of Tennis Courts
4. Use of Facilities by Short-Term (AirBNB) Renters
5. Board members present: Troy Knickerbocker, Mary Kelly, Dan Gutierrez, Rocky Valdes, and Leticia Vacek

Committee members present: Klaus Bartels, Lee Bartels

1. Troy called the meeting to order at 7:00 pm. No HOA members were present other than the board and committee members. HOA members were sent an email regarding the special meeting four (4) days before the scheduled meeting. The meeting minutes will be put on the Sierra Heights HOA website once approved by the SHHOA Board.

1. Meeting details
2. Mary had developed a collection and payment policy based on Crownridge’s and made changes applicable to Sierra Heights and then Klaus reviewed and added revisions. Klaus’ version was passed to the board and Klaus went over his changes. Letty made a motion to accept Klaus' changes and Rocky seconded that motion. The Board then approved the revised version (attached).

Klaus asked the question if the SHHOA Bylaws have to be changed and posted to the Sierra Heights website before the collection/payment plan policy is put into place. Mary stated that she would send our bylaws to the attorney and ask. Klaus said he would prepare a draft update to the Bylaws.

1. Troy recapped the “emergency” use of the tennis courts by the LHS during Spring 2023 playoffs when they lost use of their normal practice courts. Troy opened up the discussion for use of our tennis courts by LHS in Spring 2024. Troy’s concern was that if a player is injured on our court that we could be held liable. As such, we would want to make sure the school signs a waiver of liability so we would not be held responsible for any injuries. Letty said that use of the SHHOA courts could be added to LHS's insurance binder.

Klaus came up with the idea of using a Guest Pass for LHS use of the tennis courts. Klaus and Troy explained how it would work. A Guest Pass would allow a person that is not a record owner of property in Crownridge North to use SHHOA facilities (pools, courts, clubhouse) for a limited period and for a specified fee. Attached are the proposed rules that would apply to a Guest Pass. An application/agreement would have to be developed for Guest Passes. Regarding LHS, Mary said that the headmaster, Andrew, said the team would like the courts from about 3:30 pm – 5:00 pm Monday-Thursday for approximately 6-8 weeks. They will not be practicing on Fridays since they are dismissed at noon. The board agreed that a fair price on the Guest Pass would be $50/month. For LHS, the tennis coach would be issued the Guest Pass and get one key and be told not to duplicate it. He would also be responsible for letting the team in and locking up. For LHS, it would be $100 for approximately 8 weeks of tennis practice.

1. The board discussed that we only have one SHHOA member that uses AirBNB and at times, allows their guests (short-term renters) to use the clubhouse facilities. There have not been any significant issues thus far with short-term renters. Klaus stated that Guest Passes could also be used for short-term renters and would provide an additional source of revenue.
2. A discussion ensued that possibly next Spring, we could change out the locks that require new keys each year (approximately $500 total) to a keypad with cards (on the front gate only). The side gates would still use a key, but no members use the side gates - only Klaus. If we have a member who is delinquent on their dues, their card would be disabled. A further discussion regarding the costs of this keypad/card will occur at a future time by the board.

VI. Troy adjourned the meeting at 8:09 pm.

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Mary Kelly

Treasurer, SHHOA

Attachments

1. Agenda

2. Proposed Collection Policy and Procedures

3. Proposed Guest Pass Rules