

Sierra Heights HOA Special Board Meeting

Date of Meeting: October 22, 2024
Time of Meeting: 6:30 pm
Location of Meeting: Sierra Heights Clubhouse, 19435 Wittenburg

- I. A special board meeting of the Sierra Heights HOA (SHHOA) was called to discuss new business as follows:
 - Use of Facilities by Short-Term (e.g., Airbnb) and Long-Term Renters
 - Use of Facilities for Business Purposes
 - Discussion of Current and 2025-2026 Budget
- II. Board members present: Troy Knickerbocker, Mary Kelly, Dan Gutierrez, and Rocky Valdes
- III. Committee members present: Klaus Bartels, Lee Bartels
- IV. Board member absent: Letty Vacek
- V. Troy called the meeting to order at 6:35 pm. There were no introductions since no SHHOA members were present other than the board and committee members. SHHOA members were sent an email regarding the special meeting on October 7, 2024. The meeting minutes will be put on the Sierra Heights HOA website once approved by the SHHOA Board.
- VI. Meeting details
 - a. Klaus stated that the Guest Pass feature implemented in the First Amendment to the SHHOA Bylaws in January, 2024 can be used for both short-term and long-term renters. Klaus also provided information showing that there are currently three SHHOA members whose residences are used as short-term rentals (Airbnb's); i.e., two voluntary SHHOA members, one on La Sierra and one on Wittenburg, and one mandatory SHHOA member on Wittenburg. The two voluntary members include photos of the SHHOA pool and courts in their Airbnb listings. At times, the SHHOA members provide their clubhouse key to their short-term renters so that they can use SHHOA facilities. There have not been any significant issues thus far with short-term renters; however, there could be issues in the future such as short-term renters causing damage to SHHOA equipment or facilities. Also, there is a concern that we do not have a way to hold short-term renters responsible for any damage to SHHOA equipment or facilities, since the identities of short-term renters have not previously been provided by the SHHOA members that own the short-term rental properties. Also, the board discussed that if there were to be damages and it could be proven that a guest of the Airbnb did the damage, it would be difficult to retrieve the member's key if the Board were to rescind their membership.

- b. The Board agreed that SHHOA members must apply for a Guest Pass if they want their short-term renters to use SHHOA facilities. A discussion ensued as to whether to require a security deposit and/or an additional usage fee for a Guest Pass. The Board decided that the SHHOA members would not need to pay a security deposit but would be charged an additional usage fee for a short-term rental Guest Pass. The Guest Pass fee would be \$150 for a 6-month period or \$250 for the entire 12-month membership year (1 May to 30 April). These fees would cover the additional wear and tear, maintenance, and administrative costs resulting from issuance of the Guest Pass and usage of SHHOA facilities by short-term renters. The SHHOA members would still be required to pay the annual SHHOA member dues. In addition, the SHHOA members would provide the Board or their designated representative the following information for each short-term rental that will be using the Guest Pass:
1. Dates of Rental
 2. Name and Phone Number of Renter
 3. Number of Adults Using Rental Property
 4. Number of Children (under 18) Using Rental Property
- c. The Board decided that there would be no additional charges to SHHOA members who have long-term renters (over 6 months) living in their homes that use SHHOA facilities. However, the SHHOA members would have to submit a Guest Pass application/agreement for Board approval.
- d. Klaus said he would modify the current Guest Pass application/agreement to create a separate Guest Pass application/agreement for SHHOA members that have short-term renters and one for those that have long-term renters. Troy suggested we post the forms on-line so the SHHOA members could fill them out and submit them on-line to the Board.
- e. A discussion ensued that next Spring, we could change out the locks that require new keys each year (costing approximately \$500 each year) to a keypad where members would be issued keycards that would be used to open the front gate. The bathroom and court gates would no longer have locks on them. The side gate, which is only used for maintenance purposes, would still have a key-operated padlock on it. Also, the pump room and upstairs clubhouse rooms would retain their key-operated locks. A keycard entry system (as used in hotels) would simplify and could significantly reduce the cost of annual key changes. Further research and discussion regarding the implementation and costs of a keypad/keycard system is needed before a decision is made.
- f. A discussion then ensued concerning the two known members that use SHHOA facilities for business purposes. The Board decided that if the use of our facilities caused significant extra wear and tear on facility equipment, the members would be asked to contribute a reasonable amount to replace equipment as it fails or wears out. This will be handled on a case-by-case basis in the future by the SHHOA President or his/her designated representative.

- g. For budget purposes, Mary went over the remaining amount of funds that were in the checking account for this fiscal year. Mary stated that it could be close as to whether there are enough funds remaining to cover the expenses through the end of the fiscal year (30 April 2025). If not, money would have to be transferred from the SHHOA money market to the checking account. Klaus asked the Board if \$2.5k of the \$27.5k that is in the money market could be used for capital improvements next year as the reserve funds in the money market are to cover the insurance premium deductible which is \$25k not \$27.5K. The Board deferred a decision on this until the spring Board meeting when the next year's budget is set up.

VI. Troy adjourned the meeting at 8:13 pm.

Mary Kelly
Treasurer, SHHOA

Attachment
1. Agenda

**SIERRA HEIGHTS HOMEOWNER'S ASSOCIATION
BOARD MEETING
Clubhouse, 19435 Wittenburg
Tuesday, October 22, 2024 6:30 PM**

AGENDA

- I. CALL TO ORDER – Troy Knickerbocker (SHHOA President)
 - a. Welcome
 - b. Introduction of current Board Officers & Committee Chairs

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

- III. NEW BUSINESS – Troy Knickerbocker
 - a. Facilities Use by Short- and Long-Term Renters
 - b. Facilities Use for Business Purposes
 - c. Preliminary Discussion of 2025 – 2026 Budget

- IV. IDENTIFY ACTION ITEMS

- V. ADJOURN