

**Sierra Heights HOA
Board Meeting Minutes
Sierra Heights Clubhouse, 19435 Wittenburg
April 2, 2025 6:30 p.m.**

I & II. WELCOME AND INTRODUCTIONS

- A. Troy Knickerbocker (SHHOA President) called the meeting to order at 6:40 pm.
- B. Attendees: Troy Knickerbocker, Mary Kelly (SHHOA Treasurer), Dan Gutierrez (SHHOA Board Member at Large), Rocky Valdes (SHHOA Secretary), Klaus Bartels (SHHOA Director of Maintenance), Lee Bartels (SHHOA Membership Chair), Mervat Mansour (SHHOA Clubhouse Reservations), and John Schrock (member)
- C. Board members absent: Leticia Vacek

III. APPROVAL OF PRIOR MEETING MINUTES

- A. Dan moved to approve the meeting minutes from the 14 January 2025 board meeting and Troy seconded that motion. A vote was taken, and the minutes were approved.

IV. MEMBER FORUM

- A. John Schrock said he lived on Arbor Meadow and was just listening and didn't have any concerns.

V. COMMITTEE REPORTS

- A. Clubhouse Reservations: Mervat stated that reservations were down from last year and really didn't have an answer as to why. Mervat also said some people do not want to clean up after a party and wanted to know if they can pay someone to clean the clubhouse. A discussion ensued. Klaus thought his Maintenance Assistant, Ana, or our bathroom cleaner, Frances, might be willing to clean it. Klaus stated that based on their hourly rates what we would have to pay them would be less than a flat fee. So, the board decided that a \$100 flat fee would be required if someone opted to not clean up after a party. However, Klaus said he reserved the right to inspect the clubhouse first before we agreed to the \$100 fee in case it is really a mess. He also said this would not work for back-to-back rentals (Saturday/Sunday) because Ana and/or Frances would not have enough notice or time to get it cleaned. Klaus stated he would like to get approval to purchase a new 65" Smart HD TV for the clubhouse party room and install it before the Annual Open House since there will be enough money in this year's budget to purchase the TV and a wall mount (total estimated to be under \$500). Once we have it installed, it will make the clubhouse more attractive for folks to rent for parties (e.g., watching movies and family photos) and meetings (e.g., showing presentations). The board agreed that this would be a good time to purchase the TV.
- B. Membership Report: Lee stated that there are 91 mandatory members and all 91 have paid their dues for the past year. Lee said we have 83 voluntary members including four on special membership for a total of 174 members, the highest ever. At this time, Mary stated that we are planning to use Zoho Books and Stripe accounting and payment platforms to offer the opportunity for online credit cards and ACH bank transfers for annual dues payments this year and that SHHOA will have to pay the payment processing fees. Mary said that after deducting payment processing fees from a \$310 dues payment, SHHOA would receive \$301.01 with a credit card payment and \$307.50 with ACH bank transfers. She also stated that Legend Hills HOA absorbs the online payment fees because it makes accounting easier. The board agreed that SHHOA would also absorb the online payment fees.

- C. Maintenance and Facilities Report (attached): Klaus first showed the board how the keyless access control entry system worked with a tabletop set-up in the clubhouse. An electromagnetic lock and keypad readers will be installed on the front gate. Members will be given an RFID key card or key tag (fob) instead of a physical metal key after paying their annual dues in May. To open the front gate, members will only need to swipe their key card or key tag. The access control system will keep track of each opening of the gate by logging the time and unique key card/tag number. Lee will record the key card/tag number that each member is given when they pay their annual dues. Members to renew their membership will keep the same key card/tag as the system allows the administrator to change/extend the expiration date of each individual key card/tag. Also, he plans to have a pushbutton switch on the 2nd floor of the clubhouse to allow folks having a party to “buzz-in” their guests at the front gate. Klaus and Lee agreed that we should continue to charge \$5 for any extra key cards/tags as we have done for extra physical keys in the past. Each extra key card/tag purchased would provide over \$4 of income. Also, not having to purchase 200 physical keys each year will save about \$500 per year. This extra income and savings by implementing the new access control entry system for the front gate will help offset the processing fees for the online payment system. Klaus stated that facilities are in good condition overall and went over his list of capital improvement projects that he recommended for Board consideration. After the 65” TV, he said he would like to resurface the multisport court #3 including striping for two pickleball courts when we get new budget year monies. Klaus said he is waiting for bids from TGB Tennis for the multisport court. Klaus also said that there is a light out on Court #1 and one on Court #2.
- D. Special Projects Activities – Klaus said he would have a science/engineering activity (e.g., rockets) for kids as he has done in the past, probably in June.
- E. Financial Report – Mary went over the budget from FY 2024-2025 and gave her best guess as to where we will end up for April 2025. She stated that we were right about the required \$25k level we were going to keep in reserve for the property insurance deductible. But overall, we did not have any big surprises for FY 2024-2025.

VI. PREPARATION OF NEW BUDGET

- A. Mary stated that she is waiting to hear what the property insurance premium and deductibles will be for 2025-2026. Our Broker said she feels that it will remain or close to the same as last year. She is going to try to tie down the amount from the broker prior to the annual meeting so she can input it in the proposed budget.
- B. Mary then went over her and Klaus’ proposed amounts for the 2025-2026 budget based on the 2024-2025 budget and expenses. There were no changes requested from the board, and they agreed with Mary and Klaus’ recommendations (see attached).
- C. A discussion ensued about the interest income (~\$40/mo.) from the money market account. It was decided that a line item would be added to the income section of the monthly spreadsheet for this. Also, Mary would transfer the interest monthly from the money market account to the checking account so we would have access to it, which would provide an accurate reflection of income and for tax purposes.
- D. Based on a surplus in income over expenses this year, the cost savings of implementing the new key card/tag access control system and Klaus now preparing the SHHOA federal tax returns (\$500/yr savings), the board decided to keep the annual membership dues (assessments) at \$310.
- E. Klaus recommended an increase in the usage fee for the outdoor covered patio/grill from \$20 to \$25 per day. He also said he would purchase a corn hole set and provide it with the outdoor covered patio/grill reservations. The Board agreed with the new fee of \$25/day for outdoor covered patio reservations.

VII. OLD BUSINESS

- A. No new status information was known for or the Heights of Crownridge, 2nd phase. It is expected they will build six detached homes, and the rest of the buildings will be for apartments. Details and dates are unknown at this time.
- B. Klaus recommended an email be sent out to short and long-term home renters explaining the Guest Pass policies and procedures, i.e., any residential property owner that is an SHHOA member will have to apply for a Guest Pass to allow their renters to use SHHOA facilities. Klaus with Lee's help will prepare an email to be sent out to those members that are known to have short- or long-term renters in their homes to apprise them of the new Guest Pass policies and procedures.

VIII. NEW BUSINESS

- A. No one in attendance at the board meeting expressed that that they were not going to be able to serve again in running again for the SHHOA Board for 2025-2026, however, Leticia Vacek stated in an email to Troy that she will not be returning. Klaus said Carlos Jauregui would run for a Board position but was out of town for this meeting.
- B. The SHHOA Annual Open House and Member Meeting will be on Thursday, 1 May 2025. The Open House will be from 4:00 to 9:00 pm where members will be able to renew their annual membership and get a new key card or key tag (FOB). Lee stated she will also come up with other days/times where members will be able to pay their annual dues and get a new key card/tag. The Annual Member Meeting will start at 6:30 pm.

IX. IDENTIFY ACTION ITEMS

- A. Mary will try to nail down the insurance premiums before the 1 May annual meeting so she can submit them in her budget spreadsheet.
- B. Troy with Klaus' help will prepare an agenda and email to send out to members notifying them of the Annual Open House and Member Meeting on 1 May 2025. The email will also include announcement of the new credit card and ACH bank transfer options for paying dues this year and that mandatory and voluntary members will be emailed an invoice. If an email address is not on file (Lee said there are a couple), then an invoice will be mailed to them.

X. ADJOURN

- A. Klaus made a motion to close the meeting at 8:29 pm, Dan seconded, and all agreed to adjourn.

Troy Knickerbocker
President, Sierra Heights HOA

4 attachments
Agenda
Facilities Maintenance Report, 2 Apr 2025
FY 2024 – 2025 Budget
FY 2025 – 2026 Budget

**SIERRA HEIGHTS HOMEOWNER'S ASSOCIATION
BOARD MEETING
SIERRA HEIGHTS HOA CLUBHOUSE, 19435 WITTENBURG
April 2, 2025 6:30 PM**

- I. WELCOME
- II. INTRODUCTIONS
- III. APPROVAL OF PRIOR MEETING MINUTES
- IV. MEMBER FORUM (3 minutes limit per member)
- V. COMMITTEE REPORTS
 - A. Clubhouse Reservations (Mervat Mansour)
 - B. Membership Report (Lee Bartels)
 - i. Mandatory and voluntary member status
 - ii. Delinquent members
 - iii. Use of Zoho Books & Stripe for sending annual dues invoices to members and new options for collecting payments by credit card or bank transfer
 - iv. Fees charged for credit card and bank transfer payments
 - v. Set dates/times for in-person annual dues payments
 - C. Maintenance and Facilities Report (Klaus Bartels)
 - i. Implementation of new front gate entry system using RFID key cards/fobs
 - ii. Prioritization of proposed major maintenance/capital improvement projects
 - D. Special Projects/Activities (Klaus Bartels)
 - E. Financial Report (Mary Kelly)
- VI. PREPARATION OF NEW BUDGET
 - A. Discuss possible capital improvement projects
 - B. Set clubhouse and outdoor covered patio fees for new budget year
 - C. Set annual membership dues for new budget year
 - D. Prepare 2025 - 2026 Budget
- VII. OLD BUSINESS
 - A. Membership Status for Heights of Crownridge 2nd phase
 - B. Guest Pass implementation
- VIII. NEW BUSINESS
 - A. Nominations for SHHOA Board for 2025 - 2026
 - B. Annual Member Meeting and Open House
 - i. Set Date/Time
 - ii. Food/refreshments
 - iii. Prepare agenda
- IX. IDENTIFY ACTION ITEMS
- X. ADJOURN

Facilities/Maintenance Report - Sierra Heights HOA – 2 Apr 2025

A. Overall Facilities Assessment:

1. Clubhouse building: Good condition. New, higher efficiency HVAC system installed April 2023.
2. Clubhouse function/party room: Good condition. Wood floor and furniture showing normal wear/tear.
3. Clubhouse kitchen: Good. Floor tile grout cracking and falling out in places. Some stove/microwave clock segments unlit
4. Bathrooms: Good condition.
5. Clubhouse grounds (incl. sprinkler system): Good condition. Some limestone rocks in front tiered beds need straightening. Irrigation rain sensor broken – to be replaced this month.
6. Courts:
 - Court #1: Fair to Good – Mildew stained - cracks on surface throughout but not a safety hazard – last resurfaced in 2016
 - Court #2: Fair to Good – Mildew stained - cracks on half of surface but not a safety hazard - last resurfaced in 2018
 - Court #3: Fair to Good – Mildew stained - lines (except pickleball) are faded - cracks on surface increasing and widening, may become a safety hazard – last resurfaced in 2003 - second pickleball court needed
7. Outdoor covered patio and gas grill: Excellent
8. Pools/pumps/filters: Fair to Excellent. Both pools replastered and new waterline tiles installed in November, 2022.
 - Pool deck has cracks but are not a safety hazard. Pumps/filters in good working condition. The middle filter is the original one installed in 1985 and could fail at any time.
9. Video surveillance system: Good to Excellent – all nine cameras and recorder working well. Touchy DVR cable connections.
10. Wrought iron fencing/railing, front gate, and pool gate: – Good. Sanded and repainted by contractor in May 2024. Some rust damage in a few locations where railings meet posts, but still structurally strong.

B. Possible Capital Improvement and Major Maintenance Projects – 2025

Project Description	Est. Cost incl. taxes	Pros	C
Resurface multisport court to include two pickleball courts	\$12,500	New look	Lower
Resurface multisport court to include 2 pickleball courts and additional "Flor" layer added to improve resiliency (last done 2003)	\$16,500	New look 15–20-year life	High
Pressure-wash, repair cracks, stripe 2 pickleball courts on multisport court	\$3500	Lower cost	Not r
Replace original pool filter in pump room (middle filter installed in 1985)	\$2100	Avoid failure	C
Resurface one tennis court	\$9500	New look	C
Pressure-wash both tennis courts	\$1,800	Better look	C
Install smart TV and wall mount for clubhouse (CH) function room	\$500	More CH rentals	Inst
Replace guards (stainless steel) for north gutter	\$125	Less maintenance	Inst

Klaus B. Bartels

SHHOA Director of Maintenance

SHHOA 2024-2025 Financial Budget and Statement of Income and Expense

	Description	Budget		
Income		2024-2025	May	Jun
10.00	Annual Assessment	52,700.00	41,200.00	7,689.3
10.01	Clubhouse Usage Fees- Deposits	2,500.00		125.00
10.02	Transfer Fees-Member Property Sales	500.00		
10.03	Money transferred from Savings	0.00		
10.04	Miscellaneous Income (RBFCU dividends, insurance proceeds, refunds, etc.)	50.00	1.23	1.34
	Total Income	55,750.00	41,201.23	7,815.6
Expenses				
20.00	Capital Improvements	8,995.00	8,995.00	
	Mgmt Expenses			
20.10	Director's and Officer's Insurance	1,787.00		609.00
20.11	Property & Liability Insurance/Umbrella	9,521.00		4,152.0
20.12	Legal Fees	500.00		
20.13	Office Supplies, 1099 & 1096 forms, postage, envelopes, printing, etc.	100.00		
20.14	Tax Return Preparation	450.00	525.00	
	Building, Fence & Gate Expenses			
20.20	Maintenance & Repair-Supplies	1,000.00	54.04	
20.21	Housekeeping (Cleaning Restrooms)	1,650.00		210.00
20.22	A/C Maintenance Service	100.00		
20.23	Pest Control	25.00		
	Grounds-Landscape& Maintenance Expenses			
20.30	Re-occurring Grounds Engineer (\$500/mo)	6,000.00	500.00	500.00
20.31	Assistant Grounds Maintenance Labor	2,500.00		225.04
20.32	Supplies (Landscaping materials, plants, etc.)	1,500.00	587.53	
	Pool and Pumps Expenses			
20.40	Pool Maintenance Contract (\$250/month)	3,000.00		
20.41	Pool Chemicals	5,000.00		
20.42	Pool Supplies, Pool Furniture & Small Equipment (pumps)	400.00	140.70	
20.43	Pool License	230.00		
	Court Expenses			
20.50	Court Supplies; Repairs (lights, etc.)	500.00	9.02	
	Utilities			
20.60	Telephone and Wifi	1,000.00	81.18	81.18
20.61	Website Domain Name and Hosting by GoDaddy.com	50.00		
20.62	Webmaster Website Maintenance	250.00		
20.62	CPS/Electric	7,500.00	440.68	506.06
20.63	SAWS/Water	3,300.00	204.92	
	Miscellaneous			

SHHOA 2025-2026 Financial Budget and Statement of Income and Expense

Income	Description	Budget	
		2025-2026	May
10.00	Annual Assessment	52,700.00	
10.01	Clubhouse & Covered Patio Usage Fees	1,750.00	
10.02	Transfer Fees-Member Property Sales	600.00	
10.03	Money Market Interest Income	500.00	
10.04	Miscellaneous Income (RBFCU checking dividends, insurance proceeds, refunds, etc.)	250.00	
	Total Income	55,800.00	0.00
Expenses			
20.00	Capital Improvements	12,255.00	
	Mgmt Expenses		
20.10	Director's and Officer's Insurance	1,208.00	
20.11	Property & Liability Insurance/Umbrella	8,932.00	
20.12	Legal Fees	500.00	
20.13	Office Supplies, 1099 & 1096 forms, postage, envelopes, printing, etc.	100.00	
20.14	Tax Return Preparation	25.00	
	Building, Fence & Gate Expenses		
20.20	Maintenance & Repair-Supplies	1,000.00	
20.21	Housekeeping (Cleaning Restrooms)	1,500.00	
20.22	A/C Maintenance Service	100.00	
20.23	Pest Control	25.00	
	Grounds-Landscape& Maintenance Expenses		
20.30	Re-occurring Grounds Engineer (\$500/mo)	6,000.00	
20.31	Assistant Grounds Maintenance Labor	2,000.00	
20.32	Supplies (Landscaping materials, plants, etc.)	1,000.00	
	Pool and Pumps Expenses		
20.40	Pool Maintenance Contract (\$250/month)	3,000.00	
20.41	Pool Chemicals	4,000.00	
20.42	Pool Supplies, Pool Furniture & Small Equipment (pumps)	500.00	
20.43	Pool License	230.00	
	Court Expenses		
20.50	Court Supplies; Repairs (lights, etc.)	500.00	
	Utilities		
20.60	Telephone and Wifi	1,000.00	
20.61	Website Domain/Hosting/WordPress by GoDaddy.com	525.00	
20.62	Webmaster Website Maintenance	150.00	
20.62	CPS/Electric	6,500.00	
20.63	SAWS/Water	3,000.00	
	Miscellaneous		
20.70	Annual Key Fob Change and Fobs	50.00	
20.71	Miscellaneous Items (NNO, Kids Activities, Open House, Special Events,	100.00	

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